

07 August 2025

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TO ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, Hebden Bridge Town Hall on **WEDNESDAY 13 AUGUST 2025 at 7.30pm.**

Emma Green
Clerk to the Council

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

AGENDA

1. PUBLIC QUESTION TIME.

HRTC would like to invite public questions for the council. You may attend in person or submit questions electronically to info@hebdenroydtowncouncil.gov.uk no later than 2.00pm on the day of the meeting. A written response will be sent to the questioner.

2. APOLOGIES AND REASONS FOR ABSENCE.

To note apologies for absence and approve the reasons for absence where presented.

3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

To receive and note interests relating to the agenda.

4. PLANNING APPLICATIONS

Interested members of the public, if they are present, will be invited to speak followed by Ward Councillors on applications within their ward followed by other Councillors.

- a. **Application 25/00691/LBC** at 21 Lees Road, Hebden Bridge, HX7 8HB for Like for like re-roofing. (Birchcliffe ward)

- b. **Application 25/00585/LBC** at Marsh Grove, Church Bank Lane, Cragg Vale, HX7 5SZ for Replacement windows (Listed Building Consent). (Cragg Vale ward)
- c. **Application 25/20143/TPO** at Byclough Cottage, Midgley Road, Mytholmroyd, HX7 5QT for Fell one tree (Tree Preservation Order). (White Lee ward)
- d. **Application 25/00328/HSE** at 21 Manor Drive, Dodd Naze, Hebden Bridge, HX7 8DW for Replace and raise existing roof, add a flat roof dormer to the south (rear) elevation and increase one window width. (Birchcliffe ward)
- e. **Application 25/00709/FUL** at Land Adjacent Village Cleaners, George Street, Mytholmroyd for 3 storey block of 5 apartments with ground floor parking. (Cragg Vale ward).

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

5. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

- ✓ a. Application 25/00158/LBC at 19 Lees Road, Hebden Bridge, HX7 8HB for New windows, repairs to roof and chimney. Repointing and new internal light fittings (Listed Building Consent).
- ✓ b. Application 25/00090/HSE at Moorcroft, Wadsworth Lane, Hebden Bridge, HX7 8PP for Replacement first floor conservatory, new balcony and external alterations.
- ✓ / X c. Application 24/01258/HSE at 5 Lee Royd, Heptonstall Road, Hebden Bridge, HX7 6BB for Rear dormer, rooflights and garden office.
- ✓ d. Application 25/20125/TPO at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Prune Trees (Tree Preservation Order).
- ✓ e. Application 25/00519/HSE at Avon Lea, Midgley Road, Mytholmroyd, HX7 5LR for Remove prefab and conservatory. Erect single-storey extension.
- ✓ f. Application 25/00281/LBC at Nutclough Mill, Victoria Road, Hebden Bridge, HX7 8EZ for Installation of solar panels.

- ✓ g. Application 25/00446/HSE at Woodentops, Savile Road, Hebden Bridge, HX7 6ND for Replace glass sun room with garden store, stone steps and glazed canopy.

6. HRTC & HBPH STATEMENT OF ACCOUNT

To receive the Statement of account and to decide on actions as appropriate (to be circulated prior to the meeting).

7. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £28,070.03 (enc).

8. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a. Heptonstall Exhibitions Representatives

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

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

10. SCHEME OF DELEGATION & TERMS OF REFERENCE

To consider a proposed Scheme of Delegation for Hebden Royd Town Council, this will supersede all other protocols and ways of working, and Terms of References for committees that do not have regular scheduled meetings and to decide on actions as appropriate (enc).

- a. Scheme of Delegation
- b. Appeals Committee
- c. Grievance Committee
- d. Twinning Committee

11. CONSIDERATION OF MOTION APPROVED 16.07.25

At the request of Cllr Boden

To consider the information and decide on actions as appropriate.

12. SURVEY ON PROPOSED WINDFARM

To consider a survey as per minute 64, to gather the views of local residents in specific respect of the proposed Calder Energy Park and to decide on actions as appropriate (enc).

13. MINUTES OF THE TOWN COUNCIL held 16 JULY 2025

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

14. MINUTES OF THE STAFFING COMMITTEE held 22 JULY 2025

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

- 15. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 30 JULY 2025**
To receive minutes for information (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).
- 16. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held on 5 AUGUST 2025**
To receive minutes for information and endorse recommendations therein.(Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).
- 17. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 6 AUGUST 2025**
To receive minutes for information (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (to be circulated prior to the meeting).
- 18. WORKING GROUPS**
To receive reports from and to decide on appropriate actions:
a) Disability Access Forum
- 19. REPRESENTATIVES TO OUTSIDE BODIES**
To receive reports from representatives to outside bodies and other organisations.
- 20. 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.

7

Payment and Receipt Schedule
13/08/2025

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Amount
a	Savoy Systems Ltd	Box Office System - Jul	C-0825-43	£533.57
b	Altitude Film Distribution Ltd	Film Royalties	35748	£942.30
c	Disney	Film Royalties	2232040	£312.00
d	Dogwoof	Film Royalties	M1006050	£269.86
e	Entertainment Film Distr	Film Royalties	405673	£650.20
f	Modern Films	Film Royalties	M001437	£120.00
g	Paramount Pictures	Film Royalties	R2406400	£393.50
h	Park Circus	Film Royalties	1412397	£429.00
i	Park Circus	Film Royalties	1413983	£168.00
j	Park Circus	Film Royalties	1414074	£212.00
k	Park Circus	Film Royalties	1414419	£168.00
l	Park Circus	Film Royalties	1414420	£244.55
m	Picture House Entertainment	Film Royalties	21644	£148.40
n	Trafalgar	Film Royalties	329767	£170.51
o	Trafalgar	Film Royalties	330428	£209.51
p	Vertigo	Film Royalties	SI011283	£254.45
q	Vertigo	Film Royalties	SI011377	£149.80
r	Warner Bros	Film Royalties	23318767	£691.90
s	Eden Farm Hulleys	Kiosk	290885	£283.79
t	Jimmys Products Uk	Kiosk	INV25605947	£390.23
u	JL Brooks	Kiosk	634826	£91.61
v	JL Brooks	Kiosk	637093	£171.76
w	Joseph Dobson	Kiosk	7000004337	£223.34
x	Just Jennys Farmhouse Ice Cream	Kiosk	8390	£133.20
y	Kitwave Turner & Wrights	Kiosk	285409	£426.90
z	Leodis Coffee Ltd	Kiosk	INV-18167	£354.68
aa	Matthew Clark	Kiosk	3416727	£429.94
bb	Matthew Clark	Kiosk	3494072	£812.95
cc	Suma	Kiosk	A68257	£364.32
dd	Suma	Kiosk	A68324	£20.98
ee	The Buttercup Bakery	Kiosk	No316	£85.60
ff	The Buttercup Bakery	Kiosk	No317	£76.60
gg	The Buttercup Bakery	Kiosk	No318	£171.20
hh	The Buttercup Bakery	Kiosk	No319	£65.00
ii	Vocation Brewery	Kiosk	145189	£349.30
jj	PPL PRS	Licence	SIN3094822	£1,316.06
kk	John Baxendale	Maintenance	HBPH210725	£35.00
mm	Print Bureau	Office Poster	PB7762	£24.00
nn	Print Bureau	Office Poster	PB7779	£24.00
oo	Generika	Quiz	Sun, 20 Jul	£100.00
pp	The Manchester Rubber Stamp	Seat Plaque	51777	£21.00

£12,039.01

Direct Debits

a	The Co-operative Bank	Current Acc Invoice	122	38.08
b	Spotify	Music	28/06/25 JM	11.99
c	Spotify	Music	28/07/25 JM	11.99
d	Croft	Office - Call Charges	52534	£152.66
e	Apple	Office - Icloud	2-7463447321	0.99

f	Apple	Office - Icloud	2-7153655104	0.99
g	Apple	Office - Icloud	2-7305634349	0.99
h	Clover	Oscar	4521 JM	£112.17
i	Clover	Oscar	4513 JM	£142.74
j	Clover	Oscar	4521 JM	£144.70
k	Clover	Oscar	4513 JM	£177.62
l	Clover	Oscar Base Service	AVS2517739	£50.40
m	Scottish Power	Utilities - Electric	604004921771	£46.33
n	Crown Gas	Utilities - Gas	3622035	£181.00
				£1,072.65

Payments paid by Clerk

a	Universal	Film Royalties	22314729777-1	£436.70
b	Happy Valley Pride	Return on Hire	INV-111	£5,320.00
c	Post Office	Petty Cash	May June JM	£197.73
d	Post Office	Petty Cash	Jun Jul JM	194.79
e	Amazon	Promotional items	GB50002UCZBX31	£39.99
f	Amazon	Promotional items	GB50002VCZBX31	£20.99
g	Amazon	Promotional items	GB50002RCZBX31	£22.99
h	Amazon	Promotional items	GB50002SCZBX31	£17.99
i	Amazon	Promotional items	GB56KTF6ABEI	£12.22
j	Amazon	Promotional items	GB56KBRGABEI	£6.10
k	Amazon	Promotional items	GB56KTLZABEI	£33.98
l	Amazon	Promotional items	GB5000DNTTV6NI	£6.64
m	Amazon	Promotional items	GB50022MYVX2FI	£10.46
n	Gear4Music	Projection Equipment	M12314012	£1,054.00
o	Native Space	Office Cloud	383449	£729.42
				£7,374.58

PAYMENTS

£20,486.24

Authorised by

Councillor	Councillor		Clerk

7

Payment and Receipt Schedule
13/08/2025

Hebden Royd Town Council
Accounts to be Paid

Item

no:	Payee	Details	Invoice No	Amount	Cost Centre
a	Hebden Bridge Community Assoc.	Room Hire - June/ July Invictus	18207	£46.08	Community Funding
b	Calderdale Council	CREDIT	IN25028173CR	-£1,000.00	Local Env
c	Calvag	First Aid Kits	INV-17148	£48.00	Local Env
d	Neil Diment	High Hirst at Hay Time Activities	Inv 25/01	£639.14	Local Env
e	Paul Knights	HH Meadows History Walk	20250701	£40.00	Local Env
f	Steve Tomlin	Scything Course	18072025	£100.00	Local Env
g	SLCC	Membership Fee	MEM255447-1	£27.50	Membership
h	Hebden Bridge Community Assoc.	Recharges Data & Phone	18169	£75.00	Office
Item	P3	Microsoft Business	35853	£177.42	Office
j	The Shredding Alliance	Shredding	142387	£59.88	Office
k	DA Gibbon	Watering Hanging Baskets July	5th August 2025	£1,980.00	Project & Events
l	P&D Builders	Inspect Hanging Basket Brackets	13/06/2025	£418.00	Project & Events
m	The Fire Man Dave	Circus Skills Workshop HH	1437	£375.00	Project & Events
n	Pennine Signs	Banner for HH	33554	48.00	Project & Events
o	The Privacy Worx	Monthly DPO July	INV-1531	£216.00	Salaries
p	Irregular Arts	Training session	HRTC-01	£300.00	Staffing/Training
q	NALC	Event booking	INV-00765	£42.00	Staffing/Training
r	SLCC	National Conference	BK222259-1	£859.20	Staffing/Training
s	SLCC	National Conference	BK222258-1	£549.60	Staffing/Training
t	SLCC	Qualification Fee	QL207719-1	£144.00	Staffing/Training

£5,144.82

Accounts previously paid by the Town Clerk

a	Amazon	Brown Paper Bags HH	GB56PRJDABEI	£12.49	Happy Hounds
b	Amazon	Treats for bags HH	GB504YNEA8MJI	£21.48	Happy Hounds
c	Amazon	Webcam	GB55WP17ABEI	£19.56	Office
d	Amazon	Storage Boxes	GB5579 TABEI	£68.31	Office
e	Julie Winham	Internal Audit	2025-8	£1,424.85	Office

£1,546.69

Direct Debits

a	Peninsula	Employment Services	U005082842	£689.76	Staffing
b	Euro Digital Systems	Monthly Print	148835	£172.90	Office
c	O2	Line rental charges	38883165	£29.62	Office

£892.28

TOTAL PAYMENTS

£7,583.79

Authorised by

Councillor	Councillor		Clerk	Date

8a

 Outlook

Enquiry

From Naomi Crewe <townclerk@todmorden-tc.gov.uk>

Date Tue 2025-07-15 08:52

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

Hi Emma,

I hope this email finds you well. I have been asked by one of our Councillors who is the secretary of Heptonstall Exhibitions & Richard Naylor Trusts if I could contact you and see if your councillors would like to put a representative forward to be on the boards. (this is for Hebdenroyd and Errington)

Heptonstall Exhibitions & Richard Naylor Trusts support young people who live within the ancient chapelry with their further or higher education costs. They would like to invite one of your Councillors to serve as trustees of the Charities. If they would like to take their place, the secretary (Cllr Denis Skelton - deniss1917@icloud.com) would be grateful if you could inform him to who they are. The annual meeting is held in October usually held on the second Tuesday in October at Heptonstall Parish Church.

Kind regards
Naomi Crewe
Town Clerk
Todmorden Town Council
Tel 07923257879
Email :- townclerk@todmorden-tc.gov.uk
Web address :- www.todmorden-tc.gov.uk

Contact hours Mon - Thur 9am to 4pm
Friday - Closed

Todmorden Town Hall, Bridge Street, Todmorden, OL14 5AQ

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Hebden Royd Town Council

2025/2026

Mayor & Consort
Councillor Keith Butterick and Lorna Butterick

- 6. Valeeda Mopp's Quiz, Happy Valley Pride - Tuesday, 22 July 2025
Barbary's Mytholmroyd.
- 7. Hay Time Tea - High Hirst Woodmeadow. Sunday, 27 July 2025

Deputy Mayor & Consort
Councillor Steve Woodhead and Jo Woodhead

- 2. Yorkshire Day Celebration – City Hall, Friday, 1 August 2025
Bradford and Winter Gardens, Ilkley.
- 3. Presenting Prizes at the Rotary Club Vintage Saturday, 2 August 2025
Car Weekend, Classic Cars – Calder Holmes
Park, Hebden Bridge.
- 4. Presenting Prizes at the Rotary Club Vintage Sunday, 3 August 2025
Car Weekend, Vintage Cars – Calder Holmes
Park, Hebden Bridge.

10.a



SCHEME OF DELEGATION

This Scheme of Delegation was adopted by

Hebden Royd Town Council

On

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

7.6 Twinning

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.



APPEALS COMMITTEE TERMS OF REFERENCE

Membership: 3 Councillors.

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

Quorum: 3 Town Councillors with voting rights

Meetings: Meetings convened as required.

1. Introduction

- 1.1 The purpose of this Committee is to hear and determine appeals on grievance and disciplinary matters and report thereon to the Full Council.
- 1.2 The Appeals Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.
- 1.3 The Appeals Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Grievance and Disciplinary Policies.

2. Membership

- 2.1 The Appeals Committee shall consist of three Town Councillors to be elected annually at the Annual Meeting of the Town Council.
- 2.2 Three members of the Committee shall constitute a quorum.
- 2.3 Members of the Appeals Committee shall not be members of the Grievance Committee.

- 2.4 The Chair is to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council meeting.
- 2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Appeals Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are not permitted in the event of a Member's absence from a meeting of the Appeals Committee.

3. Meetings

- 3.1 The Town Clerk will call Appeals Committee meetings as and when necessary.
- 3.2 Members will be summoned to attend meetings which will usually be held at Hebden Bridge Town Hall.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 The first item of business on the agenda of an Appeals Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.
- 3.5 The Appeals Committee shall have an obligation to ensure that relevant parties are given an adequate hearing in accordance with the Council's grievance & disciplinary policies.
- 3.6 Meetings of the Appeals Committee may be recorded and transcribed.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Town Clerk, circulated to Committee Members for approval and signing as a true record by the Chair of the Appeals Committee. A report from each Committee meeting to be incorporated in the minutes of Full Council meetings.
- 4.2 All correspondence shall be conducted through the Town Clerk. In the event of a grievance appeal relating to the said Town Clerk, correspondence should be directed through the Chair of the Staffing Committee.

5. Scope

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

6. Review

- 6.1 The Appeals Committee's Terms of Reference are to be reviewed annually at the first meeting following the Annual Meeting of Hebden Royd Town Council.

10.c



GRIEVANCE COMMITTEE TERMS OF REFERENCE

- Membership:** 3 Councillors (Plus two nominated deputies)
- Non-councillor:** Non councillors are not elected to this committee.
- Quorum:** Three Town Councillors with voting rights
- Meetings:** As required

1. Introduction

- 1.1 The purpose of this Committee is to investigate any complaints, grievances and concerns raised by the Town Clerk, RFO or employee of the Council in accordance with Grievance Policies as adopted by the Council.
- 1.2 The Grievance Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these Terms of Reference shall be made to the Full Council.
- 1.3 The Grievance Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Grievance and Disciplinary Policies.

2. Membership

- 2.1 The Grievance Committee shall consist of three Town Councillors to be elected annually at meeting following the Annual Meeting of the Town Council.
- 2.2 The quorum of this committee is three.

- 2.4 The Chair is to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council meeting.
- 2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Grievance Committee will be filled at the next meeting of the Full Council.
- 2.6 Two deputies can be appointed to alleviate any problems with numbers if a member of the sub-committee is named in a complaint, grievance or concern. Substitutions are not permitted.
- 2.7 Any member of the Grievance Committee named in a complaint, grievance or concern may be asked to step down from the sub-committee for the duration of the complaint, and be subject to any recommendations made by any investigation.

3. Meetings

- 3.1 The Town Clerk will call Grievance Committee meetings as and when necessary.
- 3.2 Members will be summoned to attend meetings which will usually be held at Hebden Bridge Town Hall.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 The first item of business on the agenda of a Grievance Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.
- 3.5 The Grievance Committee shall have an obligation to ensure that relevant parties are given an adequate hearing in accordance with the Council's grievance & disciplinary policies.
- 3.6 Meetings of the Grievance Committee may be recorded and transcribed.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Town Clerk, circulated to Committee Members for approval and signing as a true record by

the Chair of the Grievance Committee. A report from each Committee meeting to be incorporated in the minutes of Full Council meetings.

- 4.2 All correspondence shall be conducted through the Town Clerk. In the event of a grievance appeal relating to the said Town Clerk, correspondence should be directed through the Chair of the Staffing Committee.

5. Scope

- 5.1 To undertake hearings for Grievance matters in accordance with the Council's Grievance Procedures.
- 5.2 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
- 5.3 To deal with Grievance matters to a final conclusion, only reporting to Council when the time for any appeal has passed.
- 5.3 To make final decisions on any outcomes of grievance or staffing matters including individually, financially and procedurally.
- 5.4 The Grievance Committee shall make recommendations to the Staffing Committee for better ways of working within Council.
- 5.6 To consider any other matters delegated to the Committee by the Council.
- 5.7 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.

6. Review

- 6.1 The Grievance Committee's Terms of Reference are to be reviewed annually at the first meeting following the Annual Meeting of Hebden Royd Town Council.



10.d

**TWINNING COMMITTEE
TERMS OF REFERENCE**

- Membership:** 4 Councillors and Ex-officio
- Non-councillor:** Up to three members of the Hebden Bridge Twinning Society
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

1. Introduction

- 1.1 To establish regular and effective communication with the existing twinning groups and the representatives of the twin towns of St Pol Sur Turnoise and Warstien, and to foster a positive and collaborative relationship with them.
- 1.2 To raise awareness and understanding of the history, culture, and achievements of the twin towns among the residents and businesses of Hebden Royd, and to celebrate the diversity and commonalities that link them.

2. Membership

- 2.1 The Twinning Committee shall consist of four Town Councillor to be elected annually at the first meeting following the Annual Meeting of the Town Council.
- 2.2 The Mayor is Ex-Officio on this Committee
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.5 The Chair and Deputy-Chair are to be elected annually at the first meeting of this Committee (Following the Annual Meeting of the Town Council) and shall hold office for the council year.
- 2.6 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Twinning Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are permitted in the event of a member's absence from a meeting of the Twinning Committee. The member unable to attend must arrange their own substitution and notify the Town Clerk by 5pm on the day of the meeting.

3. Meetings

- 3.1 Meetings will be called as required in accordance with planned Twinning activities and events.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.
- 4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

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

6. Review

- 6.1 The Twinning Committee's Terms of Reference are to be reviewed annually at the first meeting of the Twinning Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or practice.

11.

**MOTION PROPOSED BY COUNCILLOR REBECCA BODEN FOR CONSIDERATION AT
HEBDEN ROYD TOWN COUNCIL ON 13 AUGUST 2025**

Hebden Royd Town Council notes that

1. Councillor Boden brought forward the attached motion for consideration at full council on 16 July 2025.
2. In circulating the papers, the Town Clerk included the attached document under the same agenda item: 'Guidance provided YLCA (sic) in response to guidance sought on the matter of HRTC Councillors contacting CMBC Officers directly and the introduction of a protocol to aid councillors with such matters'.

The Town Clerk has declined to release to councillors the question that she asked of YLCA on the council's behalf.

3. At the meeting, Councillor Butterick tabled the attached motion, which was discussed and passed. This states

Hebden Royd Town Council (HRTC) confirms that it will follow the advice of the YLCA guidance which is standard practice followed by similar councils in Yorkshire. This advice refers to all ward work within Hebden Royd.

4. Before circulating the attached communication from the Yorkshire Local Councils Association, the Town Clerk removed both her question and the standard legal footer from it. This footer stated

This advice is for the exclusive use of the Council or Parish Meeting and is based on the information supplied to YLCA in the enquiry. If received in error, please notify us immediately and delete it. **Any disclosure, reproduction, modification, or publication of this transmission without prior written consent is strictly prohibited. Any views indicated are solely those of the author and, unless expressly confirmed, not those of Yorkshire Local Councils Associations.**

To send further information if requested or contact YLCA again in this matter, please log into the YLCA website and re-open the ticket - www.yorkshirelca.gov.uk

(Emphasis added).

5. Cllr Butterick gave no due notice of his motion. Standing Order 10 outlines the circumstances under which a motion may be put to a meeting without prior notice. Cllr Butterick's motion did not meet those criteria. He was in the Chair and did not recuse himself from chairing his own motion, which he allowed to be put despite it being contrary to standing orders.

HRTC acknowledges that

1. It was not entitled or authorised, as it did, to disclose, reproduce, modify or publish the document received from YLCA. YLCA has confirmed this with the Town Clerk.

2. That the views transmitted by YLCA to HRTC were not those of the YLCA, but rather of the individual author of those comments. It is therefore wholly wrong to represent the statement received as the advice or guidance of the YLCA.
3. That Cllr Butterick's motion should not have been heard, and that he had a conflict of interest but did not recuse himself.

HRTC resolves that

1. The Town Clerk should write a letter of apology to YLCA on behalf of HRTC, and that letter should be copied to all councillors.
2. The motion of Cllr Butterick's be declared null and void for two reasons. First, the motion as passed says that HRTC resolves to 'follow the advice of the YLCA guidance...' As the YLCA has stated that it issued no such guidance, the motion cannot stand as it is entirely fallacious (*'Any views indicated are solely those of the author and, unless expressly confirmed, not those of Yorkshire Local Councils Associations'*). Second, the hearing of the motion was ultra vires as it was contrary to Standing Order 10, and Cllr Butterick had a conflict of interest.

Councillor Rebecca Boden

28 July 2025.

**MOTION PROPOSED BY COUNCILLOR REBECCA BODEN FOR CONSIDERATION AT
HEBDEN ROYD TOWN COUNCIL ON 16 JULY 2025**

Hebden Royd Town Council notes that

- a. There exists no protocol, rule or requirement of any sort on any town councillor to address matters that relate to the functions of Calderdale Metropolitan Borough Council through a CMBC councillor.

And

- b. That Hebden Royd Town Council has no authority in English law to seek to enact or impose such a protocol, rule or requirement on any town councillor.

And

- c. That any such attempt to impose such a protocol, rule or requirement on any town councillor could be construed as interference with that town councillor's rights under Article 10 (1) of the European Convention on Human Rights, which states that

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers.

And

- d. That the European Court of Human Rights has consistently ruled that elected representatives have enhanced rights under Article 10, as this is essential to democracy.

Hebden Royd Town Council notes in this regard the judgment of the European Court of Human Rights in *Castells v. Spain* (1992, § 42), which stated

While freedom of expression is important for everybody, it is especially so for an elected representative of the people. He represents his electorate, draws attention to their preoccupations and defends their interests. Accordingly, interferences with the freedom of expression of an opposition member of parliament, like the applicant, call for the closest scrutiny on the part of the Court.

Further,

Hebden Royd Town Council requires all town councillors communicating orally or in writing with any outside person, including officers of Calderdale Metropolitan Borough Council, to take care to ensure that they do not represent themselves as speaking for Hebden Royd Town Council as a public authority, unless specifically authorised to do so by the Council.

Guidance provided YLCA in response to guidance sought on the matter of HRTC Councillors contacting CMBC Officers directly and the introduction of a protocol to aid councillors with such matters

The Associations can advise that the only individuals who are permitted under local council legislation to make direct contact with officers at the principal authority are officers of the town council such as the clerk. No individual councillor can have delegation to act on behalf of the council, so there is no need for a protocol document.

All council business must be considered at a lawfully convened council meeting as part of a specific agenda item. This enables the council as a corporate body to make lawful decisions (resolutions) and to delegate work to an officer, a committee of the council or another local authority in accordance with Local Government Act 1972 s101. This legislation does not permit delegation to an individual councillor, so no individual councillor can act on behalf of the council, including making direct contact with Calderdale MBC.

The council may have a Scheme of Delegation which will include the delegation afforded to each council committee and the delegation arrangements included in the council's standing orders and financial regulations to officers of the council. An example Scheme of Delegation is attached for reference.

In local councils with ward councillors that hold ward surgeries, the council meeting agenda may include an agenda item to include a list of matters raised at ward surgeries to enable the council to consider any necessary actions, which may then be delegated to an officer or perhaps a committee of the council. Whilst a councillor may be elected to the council by a ward, once elected to the council they represent everyone in the town council area not just the ward area that elected them to the council and any issues raised at ward surgeries are considered by the whole council as a corporate body.

Additionally, if any individual councillor would like the council to consider an item of business, they may ask the clerk to include a specific agenda item at the next meeting. The council's standing orders will give direction to councillors regarding the timescale within which any such agenda item request must be received by the clerk.

It is suggested that an individual councillor may speak with an officer at the principal authority if specifically authorised to do so by the council. This cannot be a consideration due to the Local Government Act 1972 s101 stated above, as no individual councillor can act on behalf of the council.

If the council has not already adopted a Media Policy, it may consider adopting such a document as it will set out who may speak with individuals outside of the council including, Calderdale MBC officers and the press on behalf of the council.

Any councillor who does not follow the council's adopted policy and procedures such as standing orders, media policy, parish charter and code of conduct may be in breach of the council's code of conduct.

Motion proposed by Cllr Butterick – 16.07.25

Hebden Royd Town Council (HRTC) confirms that it will follow the advice of the YLCA guidance which is standard practice followed by similar councils in Yorkshire. This advice refers to all ward work within Hebden Royd.

1. Case or ward work directly related to issues which are the responsibility of Calderdale MBC should be passed to the HRTC Town Clerk who will contact Calderdale ward councillors and/or relevant Calderdale officers.
2. HRTC councillors can also pass the work on directly to the appropriate Calderdale ward councillor, or share Calderdale Councillors contact details so that they can be contacted directly by residents.
3. HRTC councillors should not contact Calderdale (or partner organisation) officers unless they are working with Calderdale MBC on a specific project, and should always copy in Calderdale ward councillors to avoid duplication and poor communication.
4. In respect of matters relating to other partners or HRTC itself, issues should be brought to the Town Clerk who will include it on the relevant agenda, if appropriate, and will action the decisions made by the council as a body.

1/12

07/08/25

Survey

Your views on the Wadsworth/Walshaw Windfarm proposal, also known as 'Calderdale Energy Park'

The role of Hebden Royd Town Council (HRTC) is to represent the opinions of Hebden Royd residents.

We'd like to know your opinions on the Calderdale Energy Park windfarm proposal.

HRTC will use the responses from this survey to inform our actions when representing Hebden Royd and its residents on matters relating the Calderdale Energy Park proposal.

Completing this survey will take around 5 minutes or less, and all responses are anonymous.

The survey will close at the end of September, and the results will be shared on the HRTC website.

Thank you for taking part.

1. Which area do you currently live in?

Google forms: vote one

Within Hebden Royd (Cragg Vale, Hebden Bridge or Mytholmroyd)
Hilltop Parishes (Blackshaw Head, Wadsworth, Heptonstall or Erringden)
Outside of the areas listed above

OR TBC

1. Which area do you currently live in?

Google forms: vote one

Cragg Vale
Hebden Bridge
Mytholmroyd
Blackshaw Head
Wadsworth
Erringden
Colden
Haworth
Mytholm
Heptonstall

Lumbutts
Old Town
Pecket Well
Todmorden
Midgehole
Surrounding areas (Halifax, Sowerby etc)
Outside of the areas listed above

2. How important is renewable energy to you?

Google forms: vote one

Very important
Somewhat important
Of neutral importance
Somewhat unimportant
Totally unimportant

3. Do you have concerns about the Calderdale Energy Park proposal?

Google forms: vote one

yes
no

Google forms formatting - If no, go to question 5 (skip 4).

4. What are your top 5 concerns about the Calderdale Energy Park proposal?

Please only select 5: Google forms formatting can we allow only 5?

The visual impact on the landscape
Potential noise pollution
That the site is an SSI (Site of Scientific Interest) and (SAC) Special Area of Conservation
Potential impact on property value
Disturbance and destruction of peat and resulting carbon dioxide emissions
Impact on natural habitats and the biodiversity of the site
Impact on highways and travel infrastructure associated with the proposal
Impact of water run-off and flood risk
Reduction of public access to Walshaw Moor

5. Before taking part in this survey, were you aware of the Calderdale Energy Park proposal?

Google forms: vote one

yes
no

6. Before taking part in this survey, did you know that public (in-person and online) consultation sessions were held in the late Spring of 2025 on behalf of Calderdale Energy Park?

Google forms: vote one

yes
no

7. Did you participate in any of the consultation sessions held on behalf of Calderdale Energy Park?

Google forms: vote one

yes
no

8. What is your current opinion on the Calderdale Energy Park proposal?

Google forms: vote one

a.	I totally support it
b.	I somewhat support it
c.	I'm neutral on it
d.	I'm somewhat against it
e.	I'm totally against it

9. Do you have any comments on the Calderdale Energy Park proposal? If so, please share them below. Please avoid including personal or identifying information, as HRTC may use comments to help represent the views of Hebden Royd.

Google forms: Free text up to 150 words

Thank you for completing the survey.

**MEETING of the TOWN COUNCIL
held WEDNESDAY 16 JULY 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL**

PRESENT: Councillors – Butterick (Chair), Bampton Smith, Boden, Borrows, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Macdonald, Morse, Turner, Woodhead and Young.

ABSENT: Councillors – Boggis, Davenport, Howes

MINUTES: HRTC Town Clerk – Emma Green

MINUTES

97. PUBLIC QUESTION TIME.

There were no questions raised at this meeting.

98. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Boggis, Davenport and Cllr Howes

99. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

Item 4c – Cllr Woodhead, non-pecuniary.

The agenda was recorded to consider item 9 in advance.

100. PARKING IN HEBDEN ROYD

Cllr Borrows presented a number of issues faced by those seeking parking provision in Hebden Bridge, and presented a range of potential solutions, the support for this was demonstrated by a considerable number of signatures from members of the public.

RESOLVED: To forward the information to the relevant officers at CMBC for consideration.

101. PLANNING APPLICATIONS

a. **Application 25/00534/HSE** at 25 Burnley Road, Mytholmroyd, HX7 5PD for Dropped kerb. (White Lee ward).

RESOLVED: the council would like to see more detailed drawings and response to the concerns of the Highways officer's comments before a decision can be made.

b. **Application 25/00281/LBC** at Nutclough Mill, Victoria Road, Hebden Bridge HX7 8EZ for Installation of solar panels. (Birchcliffe ward).

RESOLVED: No Objection

c. **Application 25/00405/FUL** at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Five bay modular classroom building. (White Lee ward).

RESOLVED: No Objection

d. **Application 25/00576/HSE** at The Laithe, Foster Clough, Height Road, Mytholmroyd, HX7 5QZ for Convert detached garage to home office. (White Lee ward).

RESOLVED: No Objection

e. **Application 25/00243/FUL** at 10 Crown Street, Hebden Bridge, HX7 8EH for Change of use from public house with letting rooms to public house with 16 aparthotel rooms (C1). (Fairfield ward).

RESOLVED: No Objection

Applications dealt with under delegation from Full Council.

- **Application 25/20125/TPO** at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Prune Trees (Tree Preservation Order).

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.

102. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: to note the information

103. HRTC & HBPH PAYMENT SCHEDULE

RESOLVED: To note items of information and to authorise payments totaling £67,115.76.

Payment and Receipt Schedule
16/07/2025

Hebden Royd Town Council
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal	Ref	Amount	Cost Centre
a	P3	PC & Laptop update	34893	7500	TCI 25/064	488.40	Office
b	Dodnaze Community	Room Booking 5/7/25	INV-0029	7306	TCI 25/065	70.00	Local Env
c	YLCA	New Clerks Webinar	INV-4203	7650	TCI 25/066	73.00	Staffing
d	HT Direct	First aid Remembrance	1069	7402	TCI 25/067	320.00	Remembrance
e	Blanchere	Year 3 hire of Lights	SI58899	7202	TCI 25/068	13,799.45	Project & Events
f	HBCA	Catering twinning	17958	7401	TCI 25/069	796.00	Twinning
g	Privacy Worz Ltd	GDPR Advice June	INV-1512	7500	TCI 25/070	7,488.00	Office
h	Gardenius	Hanging Baskets	5832	7400	TCI 25/071	10,132.20	Local Env
i	XL Displays	Outdoor Noticeboard	TC25/0079	7306	TCI 25/072	214.80	Local Env
j	Invictus well Being	Parent Carer support groups	453	7300	TCI 25/078	150.00	Community Fund
k	Steve Hindle	Meadows Day	TC 25/0059	7306	TCI 25/079	100.00	Local Env
l	Dodnaze Community	Facilitator	INV-0035	7306	TCI 25/089	296.59	Local Env
m	HBCA	Data & IT	19/06/1949	7500	TCI 25/090	153.00	Office
n	P3	Microsoft	35409	7500	TCI 25/091	177.42	Office
o	DA & FR Gibbon	Hanging baskets	07/07/2025	7400	TCI 25/092	1,320.00	Local Env
p	SLCC	Governance review	SD2180-1	7500	TCI 25/093	657.00	Office
q	Mytholmroyd Community Centre	Room Hire Twinning	HRTC0125	7401	TCI 25/094	684.00	Twinning
r	42MO	Graffiti wall	19/06/2025	7306	TCI 25/095	3,196.80	Local Env
						40,116.66	

Accounts previously paid by the Town Clerk

							Cost Centre
a	Bradford City of Culture	Yorkshire day Mayor	24/06/2025	7752	TCI 25/063	110.00	Mayor
b	Amazon	Golf Umbrellas	GB54WJSUABE1	7500	TCI 25/075	51.60	Office
c	Amazon	Screws	GB50001M71M5QV	7306	TCI 25/076	5.19	Local Env
d	Manouche North	Stephen Shulman Music	13	7401	TCI 25/077	310.00	Twinning
e	HBPH	Mayors Charity Screening	HBPH 25/008	7752	TCI 25/081	300.00	Mayors
f	Post Office	Various			TCI 25/082	93.64	Office
g	Post Office	Various	May June		TCI 25/083	99.31	Office
h	One Stop	Refreshments		7500	TCI 25/084	14.85	Office
i	Ticket Source	Tod Mayors Ball		7752	TCI 25/085	21.38	Mayor
j	Emma Green	expenses IT		7500	TCI 25/086	25.95	Office
k	Amazon	Paper	GB55E4PZABE1	7500	TCI 25/087	49.92	Office
l	Build a bear	Lilo & Stitch prize		7500	TCI 25/088	90.00	Office

Direct Debits

a	Euro Digital	Network Print Support	146914	7500	TCI 25/073	283.54	Office
b	Peninsula	HR Advice	U005016500	7800	TCI 25/074	689.76	Staffing
c	Euro Digital	Network Print Support	26/08/2285	7500	TCI 25/080	87.98	Office
d							

TOTAL PAYMENTS

1,171.83

1,061.28

42,349.77

**Payment and Receipt Schedule
16/07/2025**

**Hebden Bridge Picture House
Accounts to be Paid**

Item	Payee	Details	Invoice No	Nominal	Reference	Amount
a	Mubi	Film Royalties	INV-13721	5100		145.96
b	Suma	Kiosk	A52011	5200		299.82
c	Kitwave - Turner & Wrights	Kiosk	CREDIT 514519	5200		-100.76
d	Eden Farm	Kiosk	186163	5200		191.2
e	Lions Gate	Film Royalties	10187030	5100		120
f	Sony	Film Royalties	1623308-1	5100		94.25
g	The Buttercup Bakery	Kiosk	No313	5200		85.6
h	Print Bureau	Poster	PB7605	7510		24
i	Just Jennys	Kiosk	8339	5200		175.2
j	Kitwave - Turner & Wrights	Kiosk	281159	5200		887.58
k	Matthew Clark	Kiosk	3397582	5200		519.6
l	Suma	Kiosk	A54269	5200		230.91
m	Eden Farm	Kiosk	245996	5200		275.11
n	The Buttercup Bakery	Kiosk	No314	5200		85.6
o	Vocation Brewery	Kiosk	142576	5200		319.42
p	Universal	Film Royalties	22314725771-1	5100		108.00
q	Universal	Film Royalties	22314725791-1	5100		635.80
r	Pathways	Film Royalties	237	5100		192.08
s	JL Brooks	Kiosk	632476	5200		199.34
t	Matthew Clark	Kiosk	3435881	5200		440.71
u	Seventh Art	Film Royalties	32926	5100		126.00
v	The Buttercup Bakery	Kiosk	No315	5200		85.60
w	Jimmys	Kiosk	INV25605124	5200		290.42
x	PPS	Cleaning supplies	INVEI-68201	7101		163.50
y	Conic	Film Royalties	2552	5100		161.29
z	Savoy Systems	Oscar	C-0725-35	7510		917.81
aa	Just Jennys	Kiosk	8356	5200		91.20
bb	Suma	Kiosk	A58946	5200		287.22
cc	Eden Farm	Kiosk	261276	5200		167.83
dd	Suma	Kiosk	CREDIT C22175	5200		14.82
ee	Sony	Film Royalties	1627383-1	5100		1,766.51
ff	Icon	Film Royalties	3031030	5100		283.85
gg	Just Jennys	Kiosk	8371	5200		98.40
						9,354.23

Direct Debits

a	Grenke	Coffee Machine	272059/2025			63.86
b	Grenke	Coffee Machine	272061/2025			77.90
c	Grenke	Coffee Machine	272060/2025			168.00
d	Croft	Telephone	49335	7510		158.30
g	Grenke	Coffee Machine	289032/2025			241.78
h	SSE	Gas Supply	IV03068686	7103		699.16
i	The Co-operative Bank	Current Acc Inv	121			45.58
j	Clover	Base Ser 15/6 - 14/7	AVS2517739-6			50.40
k	Scottish Power	Energy Bill	3 Apr - 7 Ma	7103		46.65
l	Scottish Power	Energy Bill	8 May - 12 May	7103		6.62
m	Scottish Power	Energy Bill	13 May - 16 Jun	7103		46.65
n	O2	Telephone	38308877	7510		29.62
o	Grenke	Photocopier	276912/2025			1,154.38
p	Crown Gas Power	Utilities	3590896	7103		181.94
						2,970.84

Payments paid by Clerk

a	Enigma Pictures	Film Royalties		5100		408.50
b	Amazon	Cable	GB5515JKABEI			6.39
c	Amazon	Paper	GB5500RSABEI	7510		50.18
d	Tull Stories	Film Royalties	TS0923/HBPH	5100		238.35
e	Universal	Film Royalties	22314723615-1	5100		108.00
f	Generika	HBPH Quiz	18-Jun-25			100
g	Amazon	Cable	1169473-9514745			44.99
h	Amazon	Adaptor	GB5000XJ1MB001			13.56
i	Amazon	Cable Tester	GB55MCY5ABEI			10.38
j	Universal	Film Royalties	22314724773-1	5100		1,243.20
k	Universal	Film Royalties	22314725910-1	5100		334.60
l	Universal	Film Royalties	22314724697-1	5100		1,251.30
m	Leodis Coffee	Supplies	INV-17607			291.39
n	HMRC	Tax Return	01/03 - 31/05			8,340.08
						12,440.92

PAYMENTS

24,765.99

**104. ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS
2025/26**

The financial risk assessment was presented to Councilors and reviewed.

RESOLVED: To approve the Financial Risk assessment for the Financial Year 2025-26.

105. WORKING WITH CMBC

Cllr Boden presented a motion in respect of how individual councilors work with CMBC and other partners.

The Clerk provided guidance obtained from the Yorkshire Local Councils Association.

The motion fell.

Cllr Butterick presented a counter motion.

RESOLVED: Hebden Royd Town Council confirms that it will follow the advice of the YLCA guidance which is standard practice followed by similar councils in Yorkshire. This advice refers to all ward work within Hebden Royd.

1. Case or ward work directly related to issues which are the responsibility of Calderdale MBC should be passed to the HRTC Town Clerk who will contact Calderdale ward councillors and/or relevant Calderdale officers.
2. HRTC councillors can also pass the work on directly to the appropriate Calderdale ward councillor or share Calderdale Councillors contact details so that they can be contacted directly by residents.
3. HRTC councillors should not contact Calderdale (or partner organisation) officers unless they are working with Calderdale MBC on a specific project and should always copy in Calderdale ward councillors to avoid duplication and poor communication.
4. In respect of matters relating to other partners or HRTC itself, issues should be brought to the Town Clerk who will include it on the relevant agenda, if appropriate, and will action the decisions made by the council as a body.

Cllr Bampton Smith called for a recorded vote.

Cllrs voting in favour: Cllrs Butterick, Bampton Smith, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Macdonald, Morse, Turner, Woodhead and Young.

Cllrs voting against: Cllrs Boden, Borrowes

106. SIGNAGE ON BRIDGEGATE

Cllr Borrowes raised the issue of signage on Bridge Gate and the impact on pedestrians of scooters and bikes using the pedestrian area, particularly when these are electrified and move at a faster pace.

RESOLVED: To request that CMBC enhance the signage to include an instruction to dismount from bicycles and scooters on the pedestrian area.

107. ACCESSING INFORMATION AND USE OF FREEDOM OF INFORMATION ACT

Guidance for councillors in respect of accessing information was circulated.

RESOLVED: To note the information

108. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc)

- | | |
|-----------------------|---------------------------|
| a. Resident | St Michael's Church Clock |
| b. Hebden Bridge Arts | Closure |
| c. YLCA | Talking Tables Event |

RESOLVED: In respect of a. to respond offering clarification to the points. And internally to note the concern raised for future reference should a similar scenario arise.

In respect of b. to write thanking them for their contribution to the town over its years.

In respect of c. to note the information.

109. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

RESOLVED: to note the activities of the Mayor.

110. MINUTES OF THE TOWN COUNCIL held 18 JUNE 2025

RESOLVED: To approve as a correct record.

111. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 25 JUNE 2025

RESOLVED: To note the minutes for information

112. MINUTES OF THE STAFFING COMMITTEE held on 8 JULY 2025

RESOLVED: To note the minutes for information

113. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 9 JULY 2025

RESOLVED: To note the minutes for information. The positive trading position of the Picture House was noted and thanks extended to the Picture House Manager and his team.

114. WORKING GROUPS

To receive reports from and to decide on appropriate actions:

a) Disability Access Forum

There was no report

115. REPRESENTATIVES TO OUTSIDE BODIES

Patient Participation Group – Cllr Hedges reported that the practice will be starting a proactive health pilot which will consider long term interventions. The practice is seeking to increase usage of the health centre. The group continues to be a positive source of information.

Happy Valley Pride – Cllr Young reported that Happy Valley Pride will be underway next week and highlighted the support by local businesses.

Cllr Macdonald reported that a survey is to be undertaken by the Hebden Bridge Business Forum, this should outline some useful headline issues to be considered in the future.

116. EXCLUSION OF THE PRESS AND PUBLIC

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

The meeting finished at 9pm

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held TUESDAY 22 JULY 2025**

MINUTES

PRESENT: Councillors: Morse, Butterick, Guilfoyle, and Turner.

Clerk: Emma Green

117. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllr Woodhead.

118. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING AND REQUESTS FOR DISPENSATION.

There were no interests declared.

119. MINUTES OF THE MEETING HELD 8 JULY 2025

There were no matters arising.

120. STAFFING MATTERS REQUIRING ACTION

The committee discussed the matter of emails received by the clerk, which were contrary to guidance issued by the Monitoring officer.

RESOLVED: that at the recommendation of the Monitoring Officer and in accordance with the Town Councils duty of care as an employer, all emails from the stated individual to the clerk or the info@hebdenroydtowncouncil.gov.uk address will be redirected to the Monitoring Officer. The Monitoring Officer will deal with such emails accordingly. To be implemented following confirmation to the individual by the Monitoring Officer.

121. 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.

15

HEBDEN ROYD TOWN COUNCIL

Meeting of the **PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE** Held **WEDNESDAY 30th JULY 2025**

MINUTES

PRESENT: **Councillors:** Fraser (Chair), Bampton Smith, Hedges, Hoyle, Macdonald, Turner and Young

HRTC Deputy Clerk: E Andrews

Also: HRTC Communications & Engagement Coordinator, B Moore

122. To receive apologies and reasons for absence and any substitutions.
There were no apologies received at this meeting.

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

124. To report on matters arising from the minutes of meeting held 11th JUNE 2025 not itemised on this agenda.
There were no matters arising.

125. BUDGET UPDATE
The budget for the forthcoming year was discussed. Councillors asked for clarification in respect of the Remembrance Sunday budget now being a stand-alone budget, not part of the overall committee budget. The Deputy Clerk confirmed further information on this will be brought to the next meeting.
RESOLVED: To note the information.

126. CONSIDERATION OF PROJECTS/EVENTS PRIORITIES
The committee considered if and how the Council might respond to key calendar dates, how to better identify the needs of residents, and how projects and events align with the wider strategy of the Council.

Councillors discussed at length various options for future projects & events. The following key ideas were identified, and it was agreed that the Project Officer will develop an outline brief for each to be considered further to the next committee meeting:

- a). **'Green Network'**
To instigate and develop a 'green network' (working title) across Hebden Royd, working in conjunction with the Local Environment & Climate Committee, and in collaboration with relevant volunteers, businesses, and partners on local, environmentally focused initiatives. Following models of best practice, this network would be designed to become self-sustaining over time. Its aims would include strengthening community connections and providing a hub for partnership opportunities and skills sharing. Key priorities would be to alleviate social isolation, support mental and physical wellbeing, and offer inclusive, accessible ways for people to engage with the local environment. Potential outputs could include but are not limited to: Community engagement days (e.g., working with schools), local produce events, planting days and other seasonal activities across Hebden Royd.
- b). **Lamp Post Banners**
A review and update of the street lamppost banners which are now out of date, faded, and becoming damaged. Possibly working with project partners – for example Hebden Royd Business Forum, and with a view to include Mytholmroyd in the scheme, with the intention to improve the overall look of the area and better reflect the more recent work and logo update of the Council.
- c). **Christmas Grotto**
To review the Christmas grotto, offer, and look at possible areas for improvement and alternatives.
- d). **What's On Hebden Bridge (WOHB)**
As part of the ongoing development of HRTC assets, it is worth noting that the WOHB community events calendar will mark its first anniversary in September. The working group has identified several priority areas that would benefit from additional support and enhancement. These priorities include: Engaging with current users to gather feedback and improve the platform's offer, reaching out to individuals who do not currently use the platform, and putting in place measures to encourage their participation, exploring new options for marketing and promotion, such as email notifications and printed listings and expanding the platform's community reach through the use of visual display technologies.

ADDITIONAL DISCUSSION POINTS

- a). **Calder Holmes Park - Flood Alleviation Works**

That the availability of Calder Holmes Park, Hebden Bridge, during the upcoming flood alleviation works will require consideration in relation to the delivery of events. The dates, details and implications of which will be discussed further by the committee when released by the Environment Agency.

b). October Events in Hebden Royd

That Hebden Royd Business Forum have expressed an interest in delivering a seasonal project / event around the October period. The project Officer confirmed that HRTC are open to working with the Business Forum and continue to welcome Community Funding Applications.

c). Communications Calendar

The committee requested that a HRTC communications calendar in respect to key national dates and significant anniversaries could be developed and reviewed.

RESOLVED: The committee requested that, if possible, a date for an additional committee meeting is identified and secured. This will occur on the 23rd September 2025. This additional meeting will be used to further discuss the detail of the ideas noted.

RESOLVED: To refer the request for the development of a Communications Calendar to the Strategy & Review Committee for consideration.

Meeting finished at 9:00pm



**LOCAL ENVIRONMENT & CLIMATE COMMITTEE
TERMS OF REFERENCE**

- Membership:** 7 Councillors and Ex-officio
- Non-councillor:** Not applicable to this committee
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

1. Introduction

1.1 The aim of this Committee is to enhance and protect the local environment and promote climate awareness and action within the Town Council's boundaries, working with the community and partners to build a greener, more sustainable town.

1.2 The Committee is to:

- I. Promote sustainable living and reduce the environmental impact of the Town Council's activities.
- II. Encourage local action on climate change, biodiversity and nature recovery. Oversee local environmental initiatives, including green infrastructure, tree planting, and waste reduction.
- III. Engage and support local groups working on environmental and climate-related projects.
- IV. Champion education and awareness campaigns around environmental protection and climate resilience.

2. Membership

2.1 The Local Environment & Climate Committee shall consist of seven Town Councillors, to be elected annually at the first meeting following the Annual Meeting of the Town Council.

2.2 The Mayor is Ex-Officio on this Committee

- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 The Chair and Vice-Chair are to be elected annually at the first meeting of this Committee (following the Annual Meeting of the Town Council) and shall hold office for the council year.
- 2.5 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Local Environment & Allotments Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are permitted in the event of a member's absence from a meeting of the Local Environment & Allotments Committee. The member unable to attend must arrange their own substitution and notify the clerk by 5pm on the day of the meeting.

3. Meetings

- 3.1 Four scheduled meetings per year, other meeting may be called if required to consider urgent issues.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by an officer of the Council and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.
- 4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 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.
- 5.2 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.

- 5.3 To work with local environmental groups, community organisations, and statutory bodies to identify, plan and support initiatives that address local environmental and climate priorities.
 - 5.4 To support the Council's commitments to reduce carbon emissions and become a more sustainable and resilient community.
 - 5.5 To explore opportunities for grant funding and partnerships that align with the aims of the Committee.
 - 5.6 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.
 - 5.7 To represent the Town Council in consultations relating to climate, biodiversity, local nature plans and the management of green spaces.
 - 5.8 To ensure risk management and Health & Safety systems are in place for areas under the Committee's control.
 - 5.9 To work with partners and stakeholders on sustainable travel and access projects (e.g. cycle infrastructure, walking routes, electric vehicle charging).
 - 5.10 To encourage public involvement and consultation in environmental planning and climate action.
 - 5.11 To develop and support the delivery of media communication regarding local environment and climate on behalf of the Council.
- 6. Review**
- 6.1 The Local Environment & Climate Committee's Terms of Reference are to be reviewed annually at the first meeting of the Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or Council policy.