

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Tuesday, 10 September 2025

#### MINUTES

**PRESENT** Councillors; Butterick, Fraser, Guilfoyle, and Woodhead

Town Clerk: E Green

**175. To elect a Chair and Deputy Chair for the Strategy & Review Committee for the council year 2025-26.**

**RESOLVED:** unanimously that Cllr Butterick be Chair of the Strategy & Review Committee for the council year 2025/26.

**RESOLVED:** unanimously that Cllr Woodhead be Deputy Chair of the Strategy & Review Committee for the council year 2025/26.

**176. To receive apologies for absence and any substitutions.**  
Apologies were received from Cllr Morse.

**177. To receive members interests relating to agenda items for this meeting.**  
There were no members interests reported at this meeting.

**178. MINUTES OF THE MEETING HELD 7 MAY 2025**  
Minute 527 – Budget – The clerk reported that the budget setting process for the year 2026-27 was now being considered and that input from councillors on this would be welcomed.  
**RESOLVED:** to arrange a separate meeting of this committee to focus wholly on the budget.

**179. TERMS OF REFERENCE**  
The terms of reference were reviewed.  
**RESOLVED:** to recommend that the Terms of Reference are adopted.

**180. MEMBERSHIP OF THE COMMITTEE**  
The membership of the committee was discussed.  
**RESOLVED:** to recommend that Cllrs Hedges, Morse and Turner sit on the committee.

**181. GENERAL DATA PROTECTION REGULATIONS - COMPLIANCE & POLICY**  
Further to minute 529 (24/25) of the Strategy & Review Committee and minute 28 (25/26) of the Full Council. Quotes for the undertaking of

Compliance, Policy and DPO support had been obtained from three suppliers with costs as outlined (Exc VAT):

Supplier 1 - £4,500 for compliance plus £2160 annually for set time DPO services.

Supplier 2 - £7740 annually for set time DPO services and compliance

Supplier 3 - £1500 for set time DPO services and compliance gap analysis. Plus £395 per day.

Following meetings with each of the providers and considering their expertise in local government in particular and after refereeing this back to the Strategy & Review Committee for input the clerk appointed supplier 1 - Privacy Worx.

As the Town Councils Data Protection Officer, Privacy Worx have issued compliance documents to support the Town Council and have offered advice or responded as appropriate on a number of Data Subject Access Requests (DSARs) and Freedom of Information Request (FOIs).

DSARs requested of HRTC since appointment	-	3
FOIs requested of HRTC since appointment	-	5

Costs to date are:

£4500.00	- Compliance
£540.00	- DPO Support
£2160.00	- additional support
<b>Total</b>	<b>- £7200.00</b>

The Committee reviewed a range of documents that have been produced in respect of compliance.

**RESOLVED:** to note the appointment and costs to date, and the benefit to the council with regard to the significant increase in volume of FOIs and DSARs being made to the council.

To approve the costs and ongoing resource utilising the expected underspend within the salaries budget.

To approve documentation as amended and the circulation of this to staff, acknowledging that appropriate training is to take place in due course.

**182.**

#### **RECORDING OF HRTC MEETINGS**

A set of guidelines were proposed for the effective recording of Town Council meetings.

**RESOLVED:** To adopt the guidelines, and that the clerk is to seek costs for appropriate equipment to enable Town Council meetings to be recorded and shared.

**183. CIVILITY & RESPECT PLEDGE**

The committee considered the benefits of signing up to the Civility & Respect Pledge.

**RESOLVED:** to review this at the next meeting of this committee.

**184. INVESTMENTS & RESERVES**

Following the adoption of the Investments and Reserves policy the clerk shared information on the CCLA Public Sector Deposit Fund.

**RESOLVED:** To approve that the clerk approach CCLA for further details in respect of the account and processes and to report back to the next meeting.

**185. EXCLUSION OF THE PRESS AND PUBLIC**

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

Meeting finished at 8:45pm.