

20 November 2025

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



To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **STRATEGY & REVIEW COMMITTEE**
(Cllrs: Butterick, Fraser, Guilfoyle, Hedges, Morse, Turner, Woodhead)
which will be held in the Greenwood Room, Hebden Bridge Town Hall on
Wednesday 26 November 2025 at 7.30pm

A handwritten signature in black ink, appearing to read 'Emma Green', is written over a light blue horizontal line.

Emma Green
Clerk to the Council

Confidentiality and Data-Protection Statement

Members are reminded that information contained within this agenda or discussed at this meeting may include personal data or other confidential material. Such information is provided to Members solely for the purpose of enabling the Committee to discharge its lawful functions on behalf of the Council.

In accordance with the UK General Data Protection Regulation and the Data Protection Act 2018, Members must not disclose or share any personal or confidential information obtained through this meeting except where expressly authorised by the Council or required by law.

All papers and electronic records relating to such items must be handled securely and disposed of or deleted in accordance with the Council's Information Governance Policy.

By taking part in this meeting, Members acknowledge their individual and collective responsibilities under the Council's confidentiality and data-protection obligations.

AGENDA

1. **To receive apologies for absence and any substitutions.**
2. **To receive members' interests relating to agenda items for this meeting.**
3. **MINUTES OF THE MEETING HELD 5 NOVEMBER 2025**
To consider matters arising from the minutes not itemised on the agenda.
4. **FREEDOM OF INFORMATION MATTERS**
To receive an update on outstanding matters and decide on actions:
 - a) Information Commissioners Office – Confirmation of Case Closure (enc).
 - b) First Tier Tribunal Process – Response from Information Commissioners Office (enc).
5. **BUDGET 2026-27**
To consider the budget presented for 2026-27 and to decide on actions (enc).

6. TOWN COUNCIL MEETING DAY & WORK PROCESS

To consider moving the day of the Town Council meetings to allow for a more effective work process (enc).

7. 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.

HEBDEN ROYD TOWN COUNCIL

**MEETING of the STRATEGY & REVIEW COMMITTEE
held Wednesday, 5 November 2025**

MINUTES

PRESENT **Councillors: Fraser, Guilfoyle, Hedges, Morse, and Woodhead.**

Town Clerk: E Green

312. To receive apologies for absence and any substitutions.

Apologies were received from Cllrs Butterick & Turner.

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

There were no interests declared at this meeting.

314. MINUTES OF THE MEETING HELD 22 SEPTEMBER & 21 OCTOBER 2025

The draft minutes were discussed. As per minute 289, the amended draft minutes of the meeting held 22.9.25 had been sent to YLCA for their review.

RESOLVED: To approve the minutes, with amended wording to minute 215 in accordance with advice sought from the YLCA.

315. CASUAL VACANCY & ELECTION

The clerk advised that the Elections Officer had advised that an election will be called, and that CMBC is in the process of finalising dates for this. Councillors discussed that the promotion of the vacancy would allow an opportunity to share the positive work of the council and the impact that individuals can have on their communities through council work.

RESOLVED: To ensure that forthcoming elections are promoted, to include information on how to become a councillor, and information on the work of the council and its committees.

316. BUDGET 2026-27

A draft budget was discussed, considering the base and committee costs of the council. The following key points were raised:

- That the reserves shall reflect three months operational expenses as recommended by the Joint Panel on Accountability and Governance (JPAG)
- That the Data Protection Officer retained costs be included on an ongoing basis within the base costs of council, in line with the councils statutory obligations.

- That the Data Protection Officer additional works cost be calculated to reflect 6 hours per month, based on the current volume of work.
- A community contribution rather than revenue support was discussed for the Picture House. The primary purpose of this is to support the costs of operating the Picture House in accordance with the council's adopted principles, rather than a lack of commercial viability and it is fair that the budget reflects this. The Picture House Committee will consider an appropriate request to submit to the next meeting of this committee.
- The contribution to the Picture House Earmarked Reserves for the second screen were discussed, highlighting the importance of building a fund that will be sufficient to cashflow the project. The Town Council may wish to allocate funds annually to the project to support match funding. It was discussed that the Development Phase will include a fundraising role as part of the overall fundraising strategy.
- If successful in the development application, there will be a requirement to match fund at least 10% of the development phase over a two year period.
- That any underspend from the 25-26 financial year should be transferred to the Picture House Earmarked Reserves.
- The Council Tax Base has not yet been confirmed, as such it is difficult to predict what the rise in the precept could be. A 5% increase to the precept will be assumed.
- That a contingency line, previously removed should be included in the budget.
- The staffing budget reflects a 3.5% pay award – to be confirmed by the NJC.

RESOLVED: That the clerk will draft a budget based on the principles above, for consideration at the next meeting of this committee.

317.

INVESTMENTS & RESERVES

Further to minute 184, the clerk presented details on the CCLA (Churches, Charities & Local Authorities) Public Sector Deposit Fund (PSDF) and councillors discussed the merits of investment, in alignment with the Town Councils Investments & Reserves Policy:

- The Town Council needs to reduce risk to its reserves.
- The Town Councils budget exceed the threshold for the FSCS deposit protection scheme.
- The PSDF is a Qualifying Money Market Fund, it is low risk and adheres to a strict set of regulatory requirements designed to ensure high levels of liquidity, diversification, and capital preservation.
- Instant Access and ability to draw down monthly.
- AAA Rated

- Minimum investment is £25k
- Fee of 0.20% of gross income on the fund.
- More than 700 Parish, Town & Community Councils invest with CCLA

RESOLVED: To recommend that the Town Council opens two Public Sector Deposit Fund accounts with the CCLA, investing the current operational and earmarked reserves:

As at 11.11.25 – HRTC - £129,326

As at 11.10.25 – HBPH - £219,775

And with a view to holding the full precept with the CCLA in 26-27 drawing down monthly to cover operational expenditure.

In accordance with minute 164, 10.09.24, the signatories for these accounts will be:

Cllr S Woodhead

Cllr P Fraser

Also:

E Green – Town Clerk

E Andrews – Deputy Town Clerk

318. EXCLUSION OF THE PRESS AND PUBLIC

There was no resolution to exclude the press and public.

Meeting finished at 9pm.

To Members of: Strategy & Review Committee

1. Terms of Reference

- 1.1 A report outlining the current working pattern of the Town Council and to detail a suggested change to meeting dates to enable a more efficient means of working.

2. Recommendations

- 2.1 To recommend that Full Council consider a change in the standard meeting day from Wednesday to Monday.

3. Background

- 3.1 Traditionally, most council meetings are held on a Wednesday
- 3.2 Following a council meeting there a number of tasks to be undertaken in terms of actions from the meeting.
- 3.3 Three members of the team do not work on a Friday.
- 3.4 This creates a lot of pressure on a Thursday, especially after Full Council, there are payments to be made and actions to by undertaken along with producing the agenda for the following week, if actions are delayed, these are then pushed in to the following week.

4. Information

- 4.1 Meetings could be moved to a Monday (Tuesday evening for Local Environment & Climate Committee).
- 4.2 This allows a full uninterrupted week to undertake/start the actions from the meeting.
- 4.3 In terms of payments this allows payments to be made swifter without a potential weekend delay.
- 4.4 The agenda would not need to be sent out until a Wednesday (three clear days Thursday, Friday, Saturday)

CURRENT SCHEDULE

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
MEETING	Agenda for following week Start actions Payments after Full Council	RC Working at Picture House EA & JM non working day			Start of a new week Pick up on actions Finish payments	Actions
		Three day delay on officer activities creating a lack of continuity				

Item 6 – Meeting Day & Office Procedures
Strategy & Review 26.11.25

SUGGESTED SHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MEETING	Actions from meeting Payments	Agenda for following week Actions Payments	Actions	RC Working at Picture House EA & JM non working day		
	No delay – continuity of work, more opportunity for effective team work					