

23 July 2025

**To Members of the Council**



Dear Sir/Madam

You are hereby summoned to a meeting of the **PROJECT & EVENTS COMMITTEE**  
(Cllrs: Fraser, Bampton Smith, Hedges, Hoyle, Macdonald, Turner, Young)  
which will be held in the Greenwood Room in Hebden Bridge Town Hall on  
**WEDNESDAY 30 July 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

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

#### **AGENDA**

1. To receive apologies and reasons for absence and any substitutions.
2. To receive members' interests relating to agenda items for this meeting.
3. To report on matters arising from the minutes of meeting held 11th JUNE 2025 not itemised on this agenda. (enc)
4. **BUDGET UPDATE**  
To receive the budget for the forthcoming year and decide on actions as appropriate (enc).
5. **CONSIDERATION OF PROJECTS/EVENTS PRIORITIES**  
To consider if and how the committee responds 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 going forward (enc).

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 11<sup>th</sup> JUNE 2025**

#### **MINUTES**

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

HRTC Deputy Clerk: E Andrews

- 43.** To elect a Chair and Deputy Chair for the Project & Events Committee for the Council year 2025-2026.

**RESOLVED:** That Cllr Fraser be Chair of the Project & Events Committee for 2025/26.

**RESOLVED:** That Cllr Bampton Smith be Deputy Chair of the Project & Events Committee 2025/26

- 44.** **To receive apologies and reasons for absence and any substitutions.**  
No apologies were received.

- 45.** **To receive members' interests relating to agenda items for this meeting.**  
There were no members interested reported at this meeting.

- 46.** **To report on matters arising from the minutes of meeting held 16 APRIL 2025 not itemised on this agenda.**  
There were no matters arising.

- 47.** **BUDGET UPDATE**  
To committee considered the budget for the forthcoming year and decided on actions as appropriate.  
**RESOLVED:** to the note the information.

- 48.** **PROPOSED PURCHASES**  
To consider the purchase of equipment to support the safe and effective delivery of events.  
**RESOLVED:** To purchase a portable PA system for use at events.  
**RESOLVED:** To receive information on the proposed purchase of a portable defibrillator to consider at the next meeting.

- 49.** **PROJECT UPDATE 2025-26**

To receive a verbal update on the following projects and decide on actions as appropriate.

a) Hebden's Happy Hounds

Cllrs received an update on actions taken so far in the event planning, including contractor bookings and catering provision. It was discussed that next year Calder Holmes Park will not be available for events due to flood alleviation Environment Agency works in the Park, and that alternative event locations may be sought as required.

b) Remembrance Sunday

Cllrs received an update on actions taken so far in the event planning including on the Mytholmroyd road closure notice and reservation of Hebden Bridge Band for both Hebden Bridge and Mytholmroyd events. Meetings are yet to take place with the respective churches. Clarification was requested on whether there will be a parade in Hebden Bridge this year.

c) Christmas Lights Switch On/Light Up the Valley

Cllrs received an update on actions taken so far in the event planning including contractor bookings and facilities arrangements. Alterations to the format of the Hebden Bridge event were discussed including the cessation of providing free mulled wine and mince pies and a greater emphasis on families and children.

d) Christmas Lighting

Cllrs received an update on the current provision and were advised that discussions are underway with the current contractor, Blachere, to review the column designs in Mytholmroyd. Specification detail of the columns is to be sought from Calderdale Council to confirm if alternative designs can safely be accommodated.

**RESOLVED:** in respect of a – d, to note the information.

The committee also expressed thanks to Emma Green, previous Deputy Clerk & Project Manager, for all her contributions over the years to HRTC projects and events.

**50. CONSIDERATION OF PROJECTS/EVENTS PRIORITIES**

The committee considered the approach to projects and events going forward. There was a broad discussion, and it was highlighted that currently HRTC's bigger events all fall in the Autumn and Winter months. The committee expressed an interest in taking an approach that considers key calendar dates, alongside working towards a more even spread of events over the year.

Consideration was taken over how to better identify the needs of residents, and how projects and events may align with the wider strategy of the Council going forward.

**RESOLVED:** The committee requested that, if possible, a date for an additional committee meeting is identified and secured. The 30<sup>th</sup> July was identified as an option. The additional meeting will be used to explore the topic of new project and event priorities further.

Ahead of the proposed meeting on the 30<sup>th</sup> July, the committee will continue to consider Project & Event priorities and how these might be identified and explored.

Meeting finished at 8:52pm

	BUDGET 25/26	ACTUAL 25/26	COMMITTED - 2025/26	TOTAL 25/26	BUDGET 24/25	ACTUAL 24/25	BUDGET 23/24	ACTUAL 23/24	BUDGET 22/23	ACTUAL 22/23
<b>Expenditure</b>										
<b>EVENTS</b>										
Organising & hosting the event	£ 1,000.00	£ 1,125.00	£ 50.00	£ 1,175.00	£ 2,000.00	£ 550.00	£ 2,200.00	£ 950.00	£ 2,000.00	£ 1,751.58
Happy Hounds Christmas Events	£ 9,800.00	£ 2,045.00	£ -	£ 2,045.00	£ 9,800.00	£ 7,480.00	£ 8,800.00	£ 8,576.20	£ 8,000.00	£ 8,863.00
Hadden Bridge Switch On	£ 5,000.00	£ 1,690.00	£ -	£ 1,690.00	£ 6,800.00	£ 4,751.48	£ 8,000.00	£ 6,535.00	£ 4,000.00	£ 4,415.00
New Events & Projects	£ 16,000.00	£ -	£ -	£ -						
<b>PROJECT WORK</b>										
CMS support	£ 5,000.00	£ -	£ -	£ -			£ 5,500.00	£ 5,000.00		
Dog Waste Provision	£ 1,000.00	£ 354.95	£ -	£ 354.95	£ 3,000.00	£ 380.00	£ 2,200.00	£ 2,215.95		
<b>LOGISTICS &amp; MANAGEMENT</b>										
Provision at events	£ 1,200.00	£ 1,895.00	£ -	£ 1,895.00	£ 3,000.00	£ 3,000.00	£ 3,060.00	£ 2,180.00	£ 2,500.00	£ 2,780.00
Sundry Equipment	£ 1,000.00	£ 500.00	£ -	£ 500.00	£ 2,500.00	£ -	£ 1,000.00	£ 1,361.20	£ 1,000.00	£ -
Additional items needed for events										
<b>CHRISTMAS LIGHTING</b>										
Installation / Inspection	£ 20,000.00	£ -	£ 17,000.00	£ 17,000.00	£ 20,000.00	£ 16,758.40	£ 4,000.00	£ 5,000.00	£ 4,000.00	£ 2,626.48
Christmas Lights	£ 20,000.00	£ 11,499.54	£ -	£ 11,499.54	£ 20,000.00	£ 17,658.50	£ 19,500.00	£ 13,667.50	£ 17,000.00	£ 15,314.00
<b>REDUNDANT BUDGET LINES</b>										
The Pumpkin Festival					£ 32,500.00	£ 32,301.20	£ 30,000.00	£ 28,879.80	£ 20,000.00	£ 22,003.50
Commemorative events					£ 1,000.00	£ -				
Remembrance Sunday							£ 500.00	£ 1,324.00		£ 200.00
Mem Garden Plants					£ 400.00	£ -	£ 400.00	£ -		
<b>LINE MOVED TO LOCAL ENVIRONMENT</b>										
Hanging Baskets supply & maintenance					£ 17,500.00	£ 18,483.00	£ 17,500.00	£ 13,686.38		
New Environmental Projects							£ 4,400.00	£ 1,601.87		
<b>TOTAL BUDGET</b>	£ 80,000.00	£ 19,119.49	£ 17,050.00	£ 36,169.49	£ 101,300.00	£ 101,380.00	£ 105,060.00	£ 91,889.90	£ 88,500.00	£ 87,983.64
<b>INCOME</b>										
Happy Hounds		£ 250.00		£ 250.00		£ 235.00		£ 290.00		£ 180.00
Hanging Baskets						£ 7,500.00				
Pumpkin Festival					£ -	£ -		£ 100.00		
Available Funds				£ 44,080.51	£ 116,180.00	£ 7,554.44	£ 105,060.00	£ 14,060.10	£ 58,500.00	£ 706.46

## **CONSIDERATION OF PROJECTS/EVENTS PRIORITIES**

### **Background**

Following the conclusion of the pumpkin trail there is now opportunity to look at delivering new projects / events. This meeting was called by request of the committee to allow time to focus on the project & event priorities of the Council.

### **Information**

Councillors may wish to consider project & event priorities in relation to the following (not exhaustive):

- a. How HRTC projects and events can better feed into and reflect the emerging strategic focus and priorities of the Council. Eg. Linking in with Strategy & Review. Working with Council assets to maximise value.
- b. Opportunities to develop existing / ongoing projects & events: What's On Hebden Bridge Community Calendar, Christmas lighting, Christmas events & grotto, HBPH: A Heritage Fit for the Future etc.
- c. How important is the balance between projects and events? (number, cost, impact etc)
- d. Impact and the legacy of what's delivered.
- e. Reach across the different areas of Hebden Royd
- f. Current gaps in community provision, and the current local climate
- g. Timing in the calendar year in line with Officer capacity, (also note timing of budget allocation).