30 September 2026

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 **MONDAY 5 OCTOBER 2026** at **7.30pm**.



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.

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

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.

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 26/00604/LBC** for Construction of fence, railings, and steps. Removal of oil tank and installation of air-to-air heat pumps and solar panels (Listed Building Consent) at Owlers Burlees Lane Dodd Naze Hebden Bridge Calderdale HX7 8PS

b. **Application 26/00603/HSE** for Construction of fence, railings and steps, removal of oil tank and installation of air-to-air heat pumps and solar panels Burlees Lane Dodd Naze Hebden Bridge Calderdale HX7 8PS

c. **Application 26/00513/FU** for Patio Area and Fencing at Mytholmroyd Cricket Club Moderna Way Mytholmroyd Hebden Bridge Calderdale HX7 5PZ

d. **Application 26/20110/TPO** for Fell two trees and prune trees (Tree Preservation Order) at Tanglewood Midgley Road Mytholmroyd Hebden Bridge Calderdale HX7 5LR

e. **Application 26/20116/TPO** for Fell 4 trees to prevent property damage and collapse (tree preservation order) at Unit Known as Unit 1 And 2 Hoo Hole Mill Cragg Road Mytholmroyd Hebden Bridge Calderdale

Applications dealt with under delegation from Full Council.

a. **Application 26/20100/TPO** for Prune 1 tree at 16 Longstaff Court Hebden Bridge Calderdale HX7 6AB

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 <u>GRANTED</u> BY CALDERDALE MBC

a. **Application 26/20097/TPO** for T1 - Sycamore, remove the bottom 4 branches over the adjacent garden to balance the tree. T2 - Sycamore, crown lift all round to 4m. T3 - Beech, crown lift all round to 4m. Works are to give the trees a balanced look and remove above head height to ensure minimal pruning in the future at 37 Hullett Drive Mytholmroyd Hebden Bridge Calderdale HX7 5QR

b. **Application 26/00411/FUL** for Application to regularise completed works - roof repairs and insulation (Listed Building Consent) at The Lodge Church Bank Lane Cragg Vale Hebden Bridge Calderdale HX7 5TF

c. **Application 26/20051/TPO** for Fell one tree (Tree Preservation Order) at 5 Longfellow Court Mytholmroyd Hebden Bridge Calderdale HX7 5LG

d. **Application 25/01281/HSE** for Relocation of existing parking area at Birks Hall 1 Upper Birks Cragg Vale Hebden Bridge HX7 5S

6. HRTC & HBPH STATEMENT OF ACCOUNT

To receive the Statement of Account for Hebden Royd Town Council and the Hebden Bridge Picture House and to decide on actions as appropriate (to be circulated).

7. HRTC & HBPH BANK RECONCILIATION

To receive the bank reconciliation and decide on actions as appropriate (to be circulated).

8. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £39,173.06. (enc).

9. AUDIT INTERIM REPORT

To consider the interim report, not the certificate and decide on actions as appropriate (enc).

10. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

To receive a verbal report and note the activities of the Mayor.

11. MINUTES OF THE TOWN COUNCIL held 7 SEPTEMBER 2026

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

12. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 14 SEPTEMBER 2026

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).

13. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 21 SEPTEMBER 2026

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).

14. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held 22 SEPTEMBER 2026

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 PICTURE HOUSE COMMITTEE held 28 SEPTEMBER 2026

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).

16. WORKING GROUPS

To receive reports from and to decide on appropriate actions.

17. REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from representatives to outside bodies and other organisations.

18. 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.

Payment and Receipt Schedule
05/10/2026

Hebden Royd Town Council
Accounts to be Paid

Item No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	DA and FR Gibbon	Watering Hanging Baskets	1 September 2026	£ 2,016.00	Local Environment	BACS
b	P3	Microsoft 365 Business and Exchange	41647	£ 177.42	Office	BACS
c	Print Bureau	Foam Noticeboards High Hirst	PB9925	£ 74.40	Land & Biodiversity	BACS
d	YLCA	Training R Ottaway	INV-6454	£ 75.20	Office	BACS
e	YLCA	Training E Green	INV-6489	£ 105.00	Office	BACS
f	Dalton Smith	Payroll Support	INV-0753	£ 202.80	Office	BACS
g	National allotment association	Allotments	54141A	£ 84.00	Local Environment	BACS
h	SLCC	Training Nat Conference EG	BK226326-2	-£ 635.00	Staffing	BACS
i	SLCC	Training Nat Conference EA	BK226327-2	-£ 928.00	Staffing	BACS
j	YLCA	Training R Ottaway	INV-6539	£ 30.00	Staffing	BACS
k	NALC	Training G M	INV-02207	£ 42.00	Staffing	BACS
	Business Stream	High Hirst Water	11484031	£ 62.60	Allotments	BACS
	HBCA	Data recharge	20029	£ 156.60	Office	BACS
	CROWS	Pathway Works	2627/07	£ 750.00	Local Environment	BACS
	R Gabryszak	Moth Day	20260924	£ 165.92	Local Environment	BACS
				£ 2,378.94		

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Amazon	AAA batteries	GB68A2JYABEI	*£ 8.66*	Office	*Card*
b	Amazon	AA Batteries	GB68A2K9ABEI	*£ 8.14*	Office	*Card*
c	Amazon	Sticky notes & calculator	GB68A3J1ABEI	*£ 18.84*	Office	*Card*
d	Flower Garden	Office		*£ 53.00*	Office	*Card*
e	Bex's Brilliant Books	Santa Books	RC-230926	*£ 650.00*	Projects & Events	*BACS*
				£ 738.64		

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Euro Digital	Network support	174828	*£ 231.66*	Office	*DD*
b	Peninsula	HR Support	U005897197	*£ 689.76*	Staffing	*DD*
				£ 921.42		

TOTAL PAYMENTS **£ 4,039.00**

Authorised by			
Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule **Hebden Bridge Picture House**
05/01/2026

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	Payment
a	Synergy	Maintenance	20131	£ 162.00	BACS
b	PPS	Cleaning supplies	INVKEI-94569	£ 185.28	BACS
c	JL Brooks	Kiosk	701723	£ 510.42	BACS
d	JL Brooks	Kiosk	697911	£ 217.67	BACS
e	JLBrooks	Kiosk	703916	£ 377.16	BACS
f	JL Brooks	Kiosk	705022	£ 117.41	BACS
g	Matthew Clark	Kiosk	4472929	£ 437.07	BACS
h	Matthew Clark	Kiosk	4504123	£ 475.46	BACS
Item no:	Maize & Grace	Kiosk	INV-2026-1266	£ 1,087.20	BACS
j	Suma	Kiosk	A99408	£ 362.53	BACS
k	Suma	Kiosk	A06833	£ 355.05	BACS
l	The Buttercup Bakery	Kiosk	No377	£ 82.50	BACS
m	The Buttercup Bakery	Kiosk	No378	£ 108.80	BACS
n	Buttercup Bakery	Kiosk	379	£ 133.80	BACS
o	Jimmys	Kiosk	INV26707425	£ 595.73	BACS
p	Jimmys	Kiosk	INV26707622	£ 496.44	BACS
q	Just Jennys	Kiosk	8781	£ 115.20	BACS
r	Turner & Wrights	Kiosk	322373	£ 521.58	BACS
s	Eden Farm	Kiosk	639195	£ 155.88	BACS
t	Eden Farm	Kiosk	657644	£ 218.23	BACS
u	Vocation	Kiosk	187280	£ 471.32	BACS
v	Yummy Comb	Kiosk	inv-1941	£ 126.58	BACS
w	Savoy Systems	Oscar	C-0926-34	£ 945.74	BACS
x	Rosse	maintenance	525166	£ 462.00	BACS
y	Luke Hutchinson GenErika	Quiz	08 Sept 2026	£ 310.00	BACS
z	Luke Hutchinson GenErika	BO Split	September 26	£ 342.58	BACS
aa	Altitude Film	Royalties	3466	£ 582.76	BACS
bb	Altitude Film	Royalties	3898	£ 204.05	BACS
cc	Amirani Media	Royalties	HBpictureHouse5/9/26	£ 888.50	BACS
dd	Anime.ltd	Royalties	ANI4755	£ 495.83	BACS
ee	Black Bear	Royalties	38677	£ 201.76	BACS
ff	Black Bear	Royalties	38678	£ 849.83	BACS
gg	BFI	Royalties	BKI00493620	£ 249.96	BACS
hh	Disney	Royalties	2341695	£ 267.50	BACS
ii	Disney	Royalties	2341393	£ 334.01	BACS
jj	Dogwoof	Royalties	M1008021	£ 111.12	BACS
kk	Lions Gate	Royalties	80238723	£ 92.81	BACS
ll	MUBI	Royalties	|INV-MUK-5139	£ 649.96	BACS
mm	Munro	Royalties	6994	£ 406.01	BACS
nn	Paramount	Royalties	R2456593	£ 120.00	BACS
oo	Paramount	Royalties	R2456844	£ 222.95	BACS
pp	Paramount	Royalties	R2456920	£ 120.00	BACS
qq	Paramount	Royalties	R2458469	£ 348.25	BACS
rr	Park Circus	Royalties	1513591	£ 174.00	BACS
ss	Park Circus	Royalties	1515523	£ 192.95	BACS
tt	Park Circus	Royalties	1515524	£ 174.00	BACS
uu	Park Circus	Royalties	1515542	£ 174.00	BACS
vv	Park Circus	Royalties	1516701	£ 465.42	BACS
ww	Park Circus	Royalties	1517237	£ 525.80	BACS
xx	Park Circus	Royalties	1518491	£ 376.70	BACS
yy	Park Circus	Royalties	1519727	£ 174.00	BACS
zz	Park Circus	Royalties	1519725	£ 174.00	BACS
aaa	Park Circus	Royalties	1519724	£ 150.00	BACS
bbb	Seventh Art	Royalties	36986	£ 264.00	BACS
ccc	Seventh Art	Royalties	37069	£ 188.00	BACS
ddd	Sony	Royalties	1725302-1	£ 209.08	BACS
eee	Studio Canal	Royalties	F0327452	£ 291.20	BACS
fff	Warner Bros	Royalties	23385749	£ 298.90	BACS
ggg	Warner Bros	Royalties	23385688	£ 122.50	BACS
hhh	Warner Bros	Royalties	23385751	£ 312.55	BACS
iii	Warner bros	Royalties	23385747	£ 120.00	BACS
jjj	National Theatre	Live Arts	SINRNT1043030	£ 413.05	BACS

kkk	National Theatre	Live Arts	SINRNT1043026	£	168.30	BACS
lll	National Theatre	Live Arts	SINRNT1043023	£	1,287.00	BACS
mmm	Print Bureau	Marketing	PB9995	£	24.00	BACS
nnn	FCC Environment	Waste Collection	47058	£	795.13	BACS
ooo	Business Stream	Water	11494137	£	57.69	BACS
ppp	Curzon	Royalties	12323	£	551.26	BACS
				£	**23,202.46**	

Direct Debits

Item no:	**Payee**	**Details**	**Invoice No**	**Amount**		
a	Clover	Oscar	AVS2612854	£	50.40	DD
b	FDMS	Oscar	510964521	£	153.99	BACS
c	FDMS	Oscar	510964513	£	153.90	BACS
d	Crown	Utilities Gas	4087113	£	168.78	DD
e	Crown	Utilities Electricity	325499	£	1,088.37	DD
f	Clover FDMS	Oscar	510964513	£	211.01	DD
g	Clover FDMS	Oscar	510964521	£	218.30	DD
h	Clover	Oscar	AVS2612854	£	50.40	DD
i	Native Space	I Cloud	394209	£	80.26	DD
j	Spotify	Music	5160918818b5	£	12.99	DD
k	Croft	Phones	August	£	218.11	DD
l	Grenke	Photocopier	397276/2026	£	1,154.38	DD
m	Grenke	Coffe Machine	397276/2026	£	241.78	
				£	***3,802.67***	

Payments paid by Clerk

Item no:	**Payee**	**Details**	**Invoice No**	**Amount**		
a	Post Office	Petty Cash	27/08/26	£	199.90	Card
b	Ben Gwilliam	Travel		£	32.45	BACS
c	Universal	Royalties	22314843148-1	£	1,631.51	BACS
d	Universal	Royalties	22314843160-1	£	9.00	BACS
e	Universal	Royalties	22314844776-1	£	5,254.67	BACS
f	Universal	Royalties	22314844831-1	£	42.90	BACS
g	Universal	Royalties	22314852026-1	£	953.10	BACS
h	Universal	Royalties	22314852047-1	£	5.40	BACS
				£	***8,128.93***	

PAYMENTS **£ 35,134.06**

Authorised by			
Councillor	Councillor	Clerk	Date

Hebden Royd Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
18 September 2026
Our Ref:
WY0039
SAAA Ref:
SB04135

Hebden Royd Town Council
Annual limited assurance review for the year ended 31 March 2026

Dear Ms Green

We have commenced our review of the Annual Governance & Accountability Return (AGAR) for Hebden Royd Town Council for the year ended 31 March 2026 but cannot formally complete it. Please refer to our 'interim' external auditor report (Section 3 of the AGAR Form 3) which sets out the reasons we have not been able to complete the review. The 'interim' report is included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR. The smaller authority must consider the report and decide what, if any, action is required.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In advance of the formal conclusion, we have provided the attached documents. The authority should use this 'interim' external auditor report and:

- Prepare a "Notice of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request). It also states that the audit has not yet been completed.
- Publish the "Notice" along with the uncertified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE
T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

Our fee note for the limited assurance review will be issued when we certify completion. The standard review fee is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd.

Please note further charges may arise in addition to the standard fee if either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- it was necessary for us to undertake additional work, for example due to challenge correspondence received.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) of Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely

PKF Littlejohn LLP

Hebden Royd Town Council

Notice of the audit and right to inspect the Annual Governance & Accountability Return

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Hebden Royd Town Council** for the year ended 31 March 2026 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection and copying by any local government elector of the area of **Hebden Royd Town Council** on application to: (a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Hebden Bridge Town Hall
St. George's Street
Hebden Bridge HX7 7BY

info@hebdenroydtowncouncil.gov.uk
01422 842181

MEETING OF THE FULL COUNCIL
held MONDAY 7 September 2026 at
COUNCIL CHAMBER, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors — Woodhead (Chair), Boden, Borrows, Butterick, Cammack, Guilfoyle, Harvey, Hedges, Hoyle, Macdonald, Ottaway, Trickett and Turner.

Minutes — Town Clerk – E Green

ABSENT

Councillors — Boggis, Fraser, Howes, Morse, Parry,

MINUTES

26(FC)212	**1.**	**PUBLIC QUESTION TIME.** There were no questions asked of the council.
26(FC)213	**2.**	**APOLOGIES AND REASONS FOR ABSENCE.** Apologies were received from Cllrs; Borrows – Work commitments Butterick – Illness Fraser – Illness Howes – Non HRTC committee commitments Morse – Work Commitments Parry – Holiday **RESOLVED:** TO note the apologies and approve the reasons for absence
26(FC)214	**3.**	**MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.** **RESOLVED:** No interests were declared
26(FC)215	**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 26/00528/HSE** at Woodlands, Cragg Road, Mytholmroyd, HX7 5EN for Rear decking with external storage below (Retrospective) and rear dormer loft extension, with associated internal and external alterations (Planning Lapsed). (Cragg Vale ward). **RESOLVED:** No Objection b. **Application 26/10016/ADV** at 30 Bridge Gate, Hebden Bridge, HX7 8EX for New proposed sign to match existing. (Fairfield ward). **RESOLVED:** No Objection c. **Application 26/10017/ADV** at 41 Market Street, Hebden Bridge, HX7 6EU for Replacement window vinyls. (West End ward). **RESOLVED:** No Objection d. **Application 26/00399/FUL** at Land South East Of The Hatcheries, Hall Bank Lane, Mytholmroyd, Calderdale for 2No five bedroom detached houses. (Cragg Vale ward). **RESOLVED:** to delay submission of comments until the clerk is able to check the application against the provisions of the Local Plan and report to the next meeting of Full Council. If no contravention exists response will be No Objection with a caveat that provision is made for emergency vehicles during construction. If the application does not align with the Local Plan then the response will be to Recommend Refusal. The Clerk will submit comments under delegation if the deadline for comments is prior to the next meeting of the Full Council. Applications dealt with under delegation from Full Council. • **Application 26/20097/TPO** at 37 Hullett Drive, Mytholmroyd, HX7 5QR for T1 - Sycamore, remove the bottom 4 branches over the adjacent garden to balance the tree. T2 - Sycamore, crown lift all round to 4m. T3 - Beech, crown lift all round to 4m. Works are to give the trees a balanced look and remove above head height to ensure minimal pruning in the future. 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.
26(FC)216	**5. APPLICATIONS FOR PLANNING PERMISSION <u>GRANTED</u> BY CALDERDALE MBC** **RESOLVED:** to note the information

26(FC)217 **6. HRTC & HBPH STATEMENT OF ACCOUNT**

RESOLVED: to note the information

Date: 01/09/2026
Time: 15:59:59

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

From: Month 4, July 2026
To: Month 4, July 2026

Chart of Accounts: PIcture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	26,181.93	62.50	32,133.33	(5,951.40)	97,448.96	62.50	128,533.32	(31,084.36)
Kiosk Sales - Food & Beverages	8,965.85	21.40	11,306.67	(2,340.82)	35,739.80	22.92	45,226.68	(9,486.88)
KIosk Sales - Merchandise	55.83	0.13	0.00	55.83	101.66	0.07	0.00	101.66
Memberships	782.00	1.87	875.00	(93.00)	4,316.00	2.77	3,500.00	816.00
Private Hire & parties	0.00	0.00	1,666.67	(1,666.67)	3,654.46	2.34	6,666.68	(3,012.22)
Shop Rentals	715.00	1.71	1,335.00	(620.00)	4,723.40	3.03	5,340.00	(616.60)
Screen Advertising	825.47	1.97	800.00	25.47	3,478.06	2.23	3,200.00	278.06
Donaations received	279.43	0.67	83.33	196.10	965.06	0.62	333.32	631.74
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	8,998.00	(8,998.00)
Gift Vouchers sold	4,088.01	9.76	500.00	3,588.01	5,502.01	3.53	2,000.00	3,502.01
Bank Interest Received	0.00	0.00	83.33	(83.33)	0.00	0.00	333.32	(333.32)
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	16.68	(16.68)
	41,893.52	100.00	51,037.00	(9,143.48)	155,929.41	100.00	204,148.00	(48,218.59)
Direct Costs								
Royalties	4,936.05	11.78	13,020.00	8,083.95	28,578.10	18.33	52,080.00	23,501.90
Kiosk supplies - Food & Beverages	3,779.99	9.02	4,183.47	403.48	13,889.84	8.91	16,733.88	2,844.04
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	166.68	166.68
Repairs, Alterations & Maintenance	208.66	0.50	916.67	708.01	1,281.77	0.82	3,666.68	2,384.91
	8,924.70	21.30	18,161.81	9,237.11	43,749.71	28.06	72,647.24	28,897.53
Running Costs								
Energy	1,092.21	2.61	1,333.33	241.12	7,348.08	4.71	5,333.32	(2,014.76)
Water	0.00	0.00	339.50	339.50	0.00	0.00	1,358.00	1,358.00
Waste & recycling	0.00	0.00	216.67	216.67	1,379.22	0.88	866.68	(512.54)
Cleaning Materials & equipment	146.36	0.35	300.00	153.64	1,054.76	0.68	1,200.00	145.24
Projection Equipment	10.83	0.03	83.33	72.50	363.87	0.23	333.32	(30.55)
Screen 2 Project	875.00	2.09	0.00	(875.00)	1,481.44	0.95	0.00	(1,481.44)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	166.68	166.68
Buildings Insurance	8,705.76	20.78	700.00	(8,005.76)	8,705.76	5.58	2,800.00	(5,905.76)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	400.00	400.00
Office Expenses	349.29	0.83	166.67	(182.62)	3,960.02	2.54	666.68	(3,293.34)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	66.68	66.68
PRS & PPL Licenses	1,461.75	3.49	191.67	(1,270.08)	1,828.77	1.17	766.68	(1,062.09)
Training	201.67	0.48	125.00	(76.67)	1,049.52	0.67	500.00	(549.52)
Bank Charges	45.89	0.11	166.67	120.78	191.60	0.12	666.68	475.08
Box Office Oscar	2,225.94	5.31	916.67	(1,309.27)	3,956.49	2.54	3,666.68	(289.81)
Heritage Development stage	0.00	0.00	2,249.50	2,249.50	0.00	0.00	8,998.00	8,998.00
Marketing	494.70	1.18	166.67	(328.03)	883.70	0.57	666.68	(217.02)
	15,609.40	37.26	7,114.02	(8,495.38)	32,203.23	20.65	28,456.08	(3,747.15)
Gross Profit/(Loss):	17,359.42	41.44	25,761.17	(8,401.75)	79,976.47	51.29	103,044.68	(23,068.21)
Staff Costs								
Staff Costs	27,771.57	66.29	27,827.03	55.46	109,849.51	70.45	111,308.12	1,458.61
	27,771.57	66.29	27,827.03	55.46	109,849.51	70.45	111,308.12	1,458.61
Net Profit/(Loss):	(10,412.15)	(24.85)	(2,065.86)	(8,346.29)	(29,873.04)	(19.16)	(8,263.44)	(21,609.60)

Date: 24/08/2026
Time: 17:10:36

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 4, July 2026
To: Month 4, July 2026

Chart of Accounts: TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	524,013.00	93.88	524,013.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	24,967.17	4.47	15,000.00	9,967.17
LE & Climate Income	20.00	(200.00)	0.00	20.00	20.00	0.00	0.00	20.00
Hanging Baskets	(50.00)	500.00	0.00	(50.00)	5,890.00	1.06	7,740.00	(1,850.00)
Allotments	0.00	0.00	0.00	0.00	2,085.00	0.37	2,000.00	85.00
Projects & Events Income	0.00	0.00	0.00	0.00	448.98	0.08	0.00	448.98
LE & Climate Income	20.00	(200.00)	0.00	20.00	20.00	0.00	0.00	20.00
Bank Interest	0.00	0.00	500.00	(500.00)	739.86	0.13	500.00	239.86
	(10.00)	100.00	500.00	(510.00)	558,184.01	100.00	549,253.00	8,931.01
Committes, Projects and Awards								
Awards Service to the community	0.00	0.00	0.00	0.00	334.00	0.06	250.00	(84.00)
Community Funding	6,500.00	(65,000.00)	11,667.00	5,167.00	21,000.00	3.76	23,334.00	2,334.00
LE & CE Land & Biodiversity	224.56	(2,245.60)	740.75	516.19	1,351.58	0.24	2,963.00	1,611.42
LE & CE Environmental Projects	77.40	(774.00)	1,000.00	922.60	10,132.60	1.82	2,000.00	(8,132.60)
LE & CE Allotments	37.41	(374.10)	0.00	(37.41)	548.22	0.10	670.00	121.78
LE & CE Van	0.00	0.00	500.00	500.00	0.00	0.00	1,000.00	1,000.00
P & E Xmas Events	0.00	0.00	0.00	0.00	11,516.21	2.06	10,000.00	(1,516.21)
P & E Happy Hounds	0.00	0.00	0.00	0.00	621.47	0.11	2,000.00	1,378.53
P & E New Projects	0.00	0.00	1,000.00	1,000.00	266.50	0.05	2,000.00	1,733.50
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	828.00	0.15	0.00	(828.00)
P & E Xmas Lights	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Twinning	135.18	(1,351.80)	0.00	(135.18)	1,891.83	0.34	2,000.00	108.17
Picture House revenue support	0.00	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	20,000.00
	6,974.55	(69,745.50)	34,907.75	27,933.20	48,490.41	8.69	86,217.00	37,726.59
Gross Profit/(Loss):	(6,984.55)	69,845.50	(34,407.75)	27,423.20	509,693.60	91.31	463,036.00	46,657.60
Administration								
Salaries	20,252.86	(202,528.60)	21,187.00	934.14	77,576.21	13.90	84,748.00	7,171.79
HR Support	580.18	(5,801.80)	576.75	(3.43)	4,655.72	0.83	2,307.00	(2,348.72)
Courses & Training	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00
Office Expenditure	1,697.02	(16,970.20)	1,000.00	(697.02)	9,549.82	1.71	3,000.00	(6,549.82)
Website	0.00	0.00	208.33	208.33	660.00	0.12	833.32	173.32
Public Liability Insurance	0.00	0.00	0.00	0.00	4,780.98	0.86	4,500.00	(280.98)
Subscriptions	0.00	0.00	0.00	0.00	3,010.49	0.54	0.00	(3,010.49)
Stripe Fees	0.00	0.00	0.00	0.00	63.67	0.01	0.00	(63.67)
Audit	0.00	0.00	2,000.00	2,000.00	1,997.15	0.36	2,000.00	2.85
Clocks	0.00	0.00	0.00	0.00	408.65	0.07	250.00	(158.65)
Mayors Allowance	0.00	0.00	1,000.00	1,000.00	2,219.86	0.40	1,000.00	(1,219.86)
Hospitality	0.00	0.00	100.00	100.00	0.00	0.00	200.00	200.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Accounts Support	2,414.89	(24,148.90)	2,208.33	(206.56)	2,921.89	0.52	2,833.32	(88.57)
Legal & Professional services	0.00	0.00	900.00	900.00	1,995.00	0.36	3,600.00	1,605.00
Screen 2	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
DPO	0.00	0.00	900.00	900.00	1,995.00	0.36	3,600.00	1,605.00
	24,944.95	(249,449.50)	30,080.41	5,135.46	111,834.44	20.04	130,521.64	18,687.20
Net Profit/(Loss):	(31,929.50)	319,295.00	(64,488.16)	32,558.66	397,859.16	71.28	332,514.36	65,344.80

26(FC)218 **7. HRTC & HBPH BANK RECONCILIATION**

RESOLVED: to note the information

26(FC)219 **8. HRTC & HBPH PAYMENT SCHEDULE**

RESOLVED: to authorise payments totaling £38,437.56.

Payment and Receipt Schedule **Hebden Bridge Picture House**
07/09/2026

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount
a	PPS	Cleaning supplies	INVKEI-92989	£ 158.52
b	The Buttercup Bakery	Heritage Fit for Future	11/08/26	£ 99.50
c	Eden Farm	Kiosk	631848	£ 187.06
d	Jimmys	Kiosk	INV26705806	£ 713.41
e	Jimmys	Kiosk	INV26706697	£ 595.73
f	JL Brooks	Kiosk	696160	£ 170.05
g	Just Jennys	Kiosk	8742	£ 115.20
h	Just Jennys	Kiosk	8759	£ 117.60
i	Matthew Clark	Kiosk	4408804	£ 552.76
j	Matthew Clark	Kiosk	4424888	£ 455.67
k	Matthew Clark	Kiosk	4441150	£ 429.87
l	Suma	Kiosk	A92842	£ 385.26
m	The Buttercup Bakery	Kiosk	No372	£ 144.20
n	The Buttercup Bakery	Kiosk	No373	£ 126.80
o	The Buttercup Bakery	Kiosk	No374	£ 108.80
p	The Buttercup Bakery	Kiosk	No375	£ 85.60
q	The Buttercup Bakery	Kiosk	No376	£ 162.20
r	Turner & Wrights (Kitwave)	Kiosk	Credit 518676	-£ 21.83
s	Turner & Wrights (Kitwave)	Kiosk	319421	£ 509.87
t	Vocation Brewery	Kiosk	182913	£ 221.06
u	Vocation Brewery	Kiosk	184981	£ 181.56
v	Vocation Brewery	Kiosk	186316	£ 256.26
w	Yummy Comb	Kiosk	INV-0979	£ 127.45
x	Print Bureau	Marketing	PB9735	£ 96.00
y	Print Bureau	Marketing	PB9760	£ 24.00
z	Print Bureau	Marketing	PB9819	£ 24.00
aa	Print Bureau	Marketing	PB9830	£ 24.00
bb	Savoy Systems	Oscar	C-0826-34	£ 750.98
cc	Savoy Systems	Oscar	C-0726-125	£ 1,800.00
dd	BFI	Royalties	BKI00490940	£ 120.00
ee	Black Trail Runners	Royalties	INV-000039	£ 1,301.00
ff	Conic	Royalties	4076	£ 1,063.03
gg	Disney	Royalties	2336343	£ 307.09
hh	Dogwoof	Royalties	M1007578	£ 228.90
ii	Dogwoof	Royalties	M1008000	£ 774.73
jj	Entertainment One	Royalties	444529	£ 894.60
kk	Entertainment One	Royalties	444530	£ 511.20
ll	Entertainment One	Royalties	444531	£ 644.86
mm	Icon	Royalties	3031959	£ 967.06
nn	Metfilm	Royalties	INV-3094	£ 253.75
oo	Metfilm	Royalties	INV-3256	£ 404.40
pp	Park Circus	Royalties	1508900	£ 174.00
qq	Park Circus	Royalties	1511209	£ 174.00
rr	Park Circus	Royalties	1511205	£ 174.00
ss	Park Circus	Royalties	1511206	£ 174.00
tt	Park Circus	Royalties	1511207	£ 201.35
uu	Park Circus	Royalties	1511556	£ 96.00
vv	Picture House	Royalties	27286	£ 284.56
ww	Seventh Art	Royalties	36642	£ 405.00
xx	Sony	Royalties	1722552-1	£ 1,208.11
yy	Studiocanal	Royalties	F0325468	£ 592.55
zz	Universal	Royalties	22314835167-1	£ 348.14
aaa	Universal	Royalties	22314835161-1	£ 366.00
bbb	Universal	Royalties	22314841159-1	£ 419.86
ccc	Universal	Royalties	22314841204-1	£ 394.20
ddd	Vertigo	Royalties	SI016078	£ 215.60
eee	Warner Bros	Royalties	23381578	£ 1,922.51
fff	Business Stream	Utilities	11494137	£ 57.69
				£ 23,279.77

Direct Debits

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Bank Charges	134	£ 45.89	D
b	The Co-operative Bank	Bank Charges	135	£ 55.74	D
c	Croft	Office	94835	£ 217.76	D
d	Clover FDMS	Oscar	16/07/26	£ 119.50	D
e	Clover FDMS	Oscar	16/07/26	£ 128.56	D
f	Clover Baseline	Oscar	16/07/26	£ 50.40	D
g	Clover Baseline	Oscar	15/08/26	£ 50.40	D
h	Crown Gas	Utilities	4043442	£ 165.03	D
i	Crown Gas	Electricity	276123	£ 998.53	D
j	Crown Gas	Electricity	299025	£ 1,019.80	D
				£ 2,851.61	

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount	
a	Amazon	Office	GB66HYP5ABEI	£ 8.33	C
b	Amazon	Office	GB66HV9AABEI	£ 28.52	C
c	Amazon	Office	GB600B8G10FVF1	£ 34.45	C
d	Amazon	Office	GB600GNY4219X1	£ 107.93	C
e	Amazon	Office	GB67CEFWABEI	£ 6.00	C
f	Amazon	Office	GB67BV6DABEI	£ 27.26	C
g	Amazon	Office	GB67BV48ABEI	£ 27.26	C
h	Native Space	Office	393477	£ 80.26	C
i	Post Offfice	Office	03/07/26	£ 12.10	C
j	Spotify	Office	762dc330-a9e0-43b7-ad43	£ 12.99	C
k	A24	Royalties	27373	£ 100.00	B
l	A24	Royalties	22656	£ 150.00	B
m	Conic	Royalties	3884	£ 119.58	B
n	Conic	Royalties	3971	£ 290.33	B
o	MotelOne	Training	7746SG253183	£ 242.00	C
p	Uber Eats	Training	28/07/2026	10.83	C
				£ 1,257.84	

PAYMENTS **£ 27,389.22**

Payment and Receipt Schedule
07/09/2026

Hebden Royd Town Council
Accounts to be Paid

Item

No.:	Payee	Details	Invoice No	Amount	Cost Centre
a	Business Stream	Water Services for High Hirst Allotments	11484031	£ 70.72	Allotments
b	DA and FR Gibbon	Watering of Hanging Baskets	3rd August 2026	£ 3,240.00	Local Environment
c	Hebden Bridge Picture House	Vocation Cans for Hey Time Tea	HBPH 26/23	£ 92.88	Local Environment
d	Briggs Priestley	Update Honours Boards	50466	£ 141.02	Office
e	Dalton Smith	Remote Outsourced Support	INV-0688	£ 86.10	Office
f	Hebden Bridge Community Association Ltd	Recharges - Data, IT, Phone, Calls, Cleaning	19763	£ 153.00	Office
g	Hebden Bridge Community Association Ltd	Recharges - Data, IT, Phone, Calls, Cleaning	17386	£ 153.00	Office
h	Hebden Bridge Community Association Ltd	Recharges - Data, IT, Phone, Calls, Cleaning	19736	£ 156.60	Office
i	P3	Microsoft 365	41201	£ 177.42	Office
j	PSTAX	Tax for Picture House	INV-00055471	£ 1,050.00	Office
k	The Shredding Alliance	Shredding	165728	£ 62.42	Office
l	Dalton Smith	Payroll Services for August 2026	INV-0704	£ 202.80	Payroll
m	Yorkshire Local Councils Association	AI Training	INV-6350	£ 40.00	Training
n	Hebden Bridge Picture House	Retail stock for Twinning Event	HBPH 26/26	£ 77.66	Twinning
				£ 5,703.62	

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre
a	Gareth Muir	Expenses for Allotments	April 26	*£ 11.11*	Local Environment
b	Gareth Muir	Expenses for Allotments	May 26	*£ 30.75*	Local Environment
c	Gareth Muir	Expenses for Allotments	Jun 26	*£ 22.77*	Local Environment
d	Gareth Muir	Expenses for Allotments	Jul 26	*£ 37.41*	Local Environment
e	Gareth Muir	Expenses for Allotments	Aug 26	*£ 1.98*	Local Environment
f	Kemp Waste Management	Skip for High Hirst	SI-45794	*£ 240.00*	Local Environment
g	Kemp Waste Management	Skip for Banksfield	SI-45793	*£ 300.00*	Local Environment
h	Amazon	A4 Printer paper	GB672KJQABEI	*£ 17.99*	Office
i	Amazon	A4 Printer paper	GB672KLUABEI	*£ 17.99*	Office
j	Amazon	A4 Printer paper	GB672EU3ABEI	*£ 17.99*	Office
k	Ebony Andrews	Expenses for Taxi to Cragg Vale	10/08/26	*£ 10.00*	Office
l	P3	Lenovo V15 G5 IRL	40385	*£ 585.80*	Office
m	Post Office	Petty Cash	20/08/26	*£ 89.83*	Office
n	Nisbets	6 x tables	31367724	*£ 359.92*	Picture House
				£ 1,743.54	

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre
a	Peninsula	Employment Services	U005832059	*£ 689.76*	Office
b	EE	Monthly Charges for phones	V02502286984	*£ 86.40*	Office
c	Euro Digital Systems	Monthly Network Print Support July	171206	*£ 244.64*	Office
d	Euro Digital Systems	Monthly Network Print Support Aug	173572	*£ 224.81*	Office
e	Sage	Sage HR Subscription/ 50 Payroll	INV22840862	*£ 2,355.57*	Office
				£ 3,601.18	

26(FC)220 **9. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**

a) First Tier Tribunal (GRC) Permission to Appeal Ruling

b) YLCA Training Schedule

In respect of a)
Cllr Woodhead reported that the Permision to Appeal had been refused and that the matter is now concluded.
Cllr Boden advised that a further application for permission to appeal has been submitted to the Upper Tribunal.
Cllr Hedges asked what the cost of this would be?
RESOLVED: to note the information.

In respect of b)
RESOLVED: to note the information

26(FC)221 **10. FINANCIAL RISK ASSESSMENT**

The Town Councils approach to risk was presented for a second time. It was noted that some slight further amends had been made by the clerk. Despite a councilor raising concerns about the risk assessment at a previous meeting, no suggestions or amends had been submitted to the Mayor.

		Cllr Hedges noted the current high assessed risk to the Town Councils reputation and asked if there was something that could be done to reduce that. **RESOLVED:** the level of risks as presented were appropriate and to approve the Town Councils approach to risk.
26(FC)222	**11.**	**COMPLAINTS SUB COMMITTEE** Following receipt of a complaint by Cllr Boden against the Town Council, a Complaints Sub Committee was required to be elected. Draft Terms of Reference were presented, based on the previously established and published complaints procedure. **RESOLVED:** note the procedure and approve the Terms of Reference. Cllr Boden was asked if she would like to declare an interest and declined. Cllr Woodhead moved to elect a committee. It was stated that as per the previously approved procedure that the Mayor, Cllr Woodhead, will Chair the Complaints Committee. Cllr Boden questioned if there was a conflict of interest, Cllr Woodhead explained that the complaint is against the Town Council and as such the established procedure stands. The following councillors were nominated and the nominations were seconded: Borrows, Cammack, Macdonald, Parry, Trickett A confidential vote was taken: **RESOLVED:** that Cllrs Woodhead, Cammack, Macdonald, Parry and Trickett be elected to the Complaints Sub Committee.
26(FC)223	**12.**	**FLY TIPPING IN CRAGG VALE** Cllr Trickett proposed the following motion: 1)More media posts around fly tipping and the consequences to offenders. Put pressure on Calderdale to do the same. 2) Signage in the lay-bys also advising no fly tipping and consequences 3) Put pressure on Calderdale to have some kind of camera detection to catch perpetrators

		Cllr Macdonald highlighted that there are some mobile cameras and that prosecutions are being made. It was suggested that the matter be taken to the Town Board. It was noted that this item is also on the agenda for the Joint Parish Meeting to be held on Monday 14 September. **RESOLVED:** To refer the matter to the next meeting of the Local Environment and Climate Committee to allow proper consideration of a strategic partnership approach
26(FC)224	**13.**	**REMOVAL OF STATUTORY PRE-APPLICATION CONSULTATION REQUIREMENTS FOR NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECTS** Cllr Turner proposed the following motion: **This Council notes that:** The Planning and Infrastructure Act 2025 has recently removed the statutory requirement for developers of Nationally Significant Infrastructure Projects (NSIPs) — including Calderdale Energy Park — to carry out pre-application consultation, and the duty to have regard to consultation responses. This change took effect after Calderdale Energy Park's statutory consultation had already run. Residents and neighboring councils engaged with that process in good faith and on the understanding it carried statutory weight, including raising formal concerns about its adequacy. The Planning Inspectorate has now confirmed in writing, in response to queries from local campaign groups, that the extent and quality of a developer's engagement with communities is entirely at its own discretion, and plays no part in whether its application is accepted for examination. **This Council believes that:** These changes retrospectively strip the Calderdale Energy Park consultation of any real accountability, and leave residents who engaged in the process in good faith with the sense their serious concerns will now be completely ignored. The removal of the Adequacy of Consultation Representation, and its replacement by an assessment of document quality, massively weakens the ability of communities and local authorities to object using the weight of established and statutory requirements.

		RESOLVED: 1. Instruct the Clerk to begin compiling a formal written record of this Council's and residents' concerns about the adequacy of Calderdale Energy Park's pre-application engagement, for submission as part of this Council's own relevant representation once the Development Consent Order application is accepted for examination. 2. Write to Calderdale Council urging it to compile and publish its own assessment of engagement adequacy as host authority. 3. Write to Josh Fenton-Glynn, Calder Valley MP, and to the Secretary of State for Housing, Communities and Local Government, setting out this Council's concerns about the impact of removing the statutory pre-application consultation requirements for NSIPs, which enables developers to willfully ignore communities' rights to be properly informed and consulted.
26(FC)225	**14.**	**MAYOR'S REPORT/DEPUTY MAYOR'S REPORT** The Mayor provided an overview of activities. **RESOLVED:** to note the information
26(FC)226	**15.**	**MINUTES OF THE PICTURE HOUSE COMMITTEE held 27 JULY 2026** **RESOLVED:** to note the minutes for information
26(FC)227	**16.**	**MINUTES OF THE TOWN COUNCIL held 3 AUGUST 2026** **RESOLVED:** to approve the minutes as a correct record
26(FC)228	**17.**	**MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE (CPS) held 17 AUGUST 2026** **RESOLVED:** to note the minutes for information
26(FC)229	**18.**	**MINUTES OF THE PICTURE HOUSE COMMITTEE held 24 AUGUST 2026** **RESOLVED:** to note the minutes for information
26(FC)230	**19.**	**WORKING GROUPS** There were no reports
26(FC)231	**20.**	**REPRESENTATIVES TO OUTSIDE BODIES** Cllr Harvey – Heart of the Pennines, previously HB Walkers Action, has now merged with Mytholmroyd and Todmorden. They continue to work hard distributing walks, developing a children's walks booklet and clearing Balsam at Nutclough**.**

26(FC)232	**21. 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.

Meeting finished at 8:40 pm.

Hebden Bridge Town Hall
St. George's Street
Hebden Bridge HX7 7BY

info@hebdenroydtowncouncil.gov.uk
01422 842181

COMMUNITY FUNDING
held MONDAY 14 SEPTEMBER 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Hoyle (Chair), Borrows, Cammack, Fraser, Howes, Trickett, and Woodhead

Minutes E Green

ABSENT
Councillors Guilfoyle

MINUTES

26(CF)238	**1. Apologies for Absence and any substitutions.** Apologies were received from Cllr Guilfoyle – Out of Town. **RESOLVED:** To note the apologies and approve the reasons for absence.
26(CF)239	**2. Members` Interests relating to agenda items for this meeting.** There were no members' interests reported at this meeting.
26(CF)240	**3. Matters arising from Minutes of Meeting held 20 July 2026 not itemised on this Agenda.** There were no matters arising**.**
26(CF)241	**4. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL** a) Northern Rascals CIC 7.40pm Coiners: Hebden Royd Community £5000.00 Consultation Programme. **RESOLVED:** That the grant be refused. Members considered that the application did not sufficiently demonstrate a direct benefit and community value to the residents of Hebden Royd in relation to the level of funding requested. The application led the committee to understand that a range of vulnerable groups would be targeted to take part in the project, but how this would be achieved was not made clear during the presentation.
26(CF)242	**5. EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution 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.

Meeting finished at 8:10pm.

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STRATEGY & REVIEW COMMITTEE
held MONDAY 13 JULY 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Guilfoyle (Chair), Hedges, Parry and Woodhead

Minutes Town Clerk - E Green

ABSENT
Councillors Butterick, Morse Turner

MINUTES

26(SR)243	**1. TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.** Apologies were received from Cllrs: Butterick – On holiday Morse – Work Commitments Turner- On holiday **RESOLVED**: To note the apologies and approve the reasons for absence.
26(SR)244	**2. TO RECEIVE MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.** There were no members' interests reported at this meeting.
26(SR)245	**3. MINUTES OF THE MEETING HELD 13 JULY 2026** The clerk reported that Scribe accounting system had now been subscribed to and that Sage had been changed to a monthly rolling contract to enable a switch over to be made when appropriate. Cyber Security Insurance remains outstanding and will be added to the next agenda of this committee.

26(SR)246	**4. MEMORANDUM OF UNDERSTANDING – WHAT'S ON HEDBEN BRIDGE** The proposed Memorandum of Understanding was reviewed. Prior to signing the were some matters that the committee would like clarification on. The value of the site was noted and its importance highlighted. **RESOLVED:** That the MoU should state HRTC and HBCA as Joint data controllers. To bring further information to the next meeting on the following: A breakdown of the tasks and officer time required to support the What's On Hebden Bridge page. And an outline of what a fair distribution of work between HRTC and HBCA would be. The role of volunteers in delivery and the potential as an apprenticeship opportunity should also be explored.
26(SR)247	**5. UTILITIES – WATER SUPPLY** The quotes for the water supply at Hebden Bridge Picture House and High Hirst Allotments were considered. **RESOLVED:** to move billing for the water supply at both the Hebden Bridge Picture House and High Hirst Allotments to the 36-month Everflow Agreement, with a saving of baseline over three years of £1501.23
26(SR)248	**6. TOWN COUNCIL PRIORITIES & BUDGET SETTING** The committee considered the feedback from the committee priority setting meetings, how these priorities can start to inform the budget and to decide on action as appropriate (enc). Cllr Turner recommended a change in structure to the committee structure what would support improvement in oversight and deliverability of outcomes. **RESOLVED:** To recommend the following change in committee structure from May 2027. Full Council will continue to meet monthly.

	<table><tr><th>Current committee</th><th>Proposed committee</th><th>No. Meetings</th></tr><tr><td>Strategy & Review</td><td>Strategy & Governance</td><td>6 meetings</td></tr><tr><td>Picture House</td><td></td><td>12 meetings</td></tr><tr><td>Community Funding</td><td></td><td>6 meetings</td></tr><tr><td>Twinning</td><td rowspan="2">Community & Civic Life</td><td rowspan="2">6 meetings</td></tr><tr><td>Projects, Events & Christmas Lighting</td></tr><tr><td>Local Environment & Climate</td><td>Local Environment & Climate</td><td>4 meetings</td></tr><tr><td>Staffing</td><td>Staffing</td><td>4 meetings</td></tr></table> Budget requests are to be considered from each committee to start to inform the 2027-8 budget.
26(SR)249	**7. EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution 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.

Meeting finished at 9pm.

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Hebden Royd Town Council - WY0039**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2025/26 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature 

Date 18 September 2026

Hebden Bridge Town Hall
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LOCAL ENVIRONMENT & CLIMATE COMMITTEE
held TUESDAY 22 SEPTEMBER 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT Councillors	Woodhead (Chair), Guilfoyle**,** Macdonald & Parry,
Clerk	E Green
HRTC Officer	G Muir
ABSENT Councillors	Trickett

MINUTES

26(LE)250	**1.**	**APOLOGIES FOR ABSENCE & REASONS** No apologies were received.
26(LE)251	**2.**	**MEMBERS INTERESTS RELATING TO AGENDA ITEMS** There were no members' interests reported at this meeting.
26(LE)252	**3.**	**MINUTES OF THE MEETING HELD 9 JUNE 2026** There were no matters arising.
26(LE)253	**4.**	**COMMUNICATIONS** a) Peat Alliance Changes to Planning Act 2008 **RESOLVED:** To note the information
26(LE)254	**5.**	**BUDGET UPDATE** An update on the current year's budget was presented. **RESOLVED:** To note the information.
26(LE)255	**6.**	**PROPOSED PURCHASES** The purchase of equipment to support the safe and effective delivery of local environment projects and events was considered.

	a) HRTC Van lease, insurance quotes. b) Timber In respect of a and b it was **RESOLVED:** To approve the purchase
26(LE)256	**7. ACTIVE TRAVEL** Opportunities for Active Travel projects were considered. Ease of walking in the area was discussed in particular reference to broken pavement and cars parked on pavements. Cycling and cycle storage for those using bikes to access the town centres was discussed. **RESOLVED:** That officers contact the CMBC Community Safety Team to ascertain what enforcement action can be taken for parking on pavements and to provide councillors with instruction of how to report pavement obstructions. Officers will also report matters as appropriate To consider a future project to provide secure cycle parking for visitors to Hebden Bridge.
26(LE)257	**8. HIGH HIRST WOODMEADOW** To receive an update on the following: a) High Hirst Woodmeadow Volunteer Review – Summer 2026 **RESOLVED:** To note the information and to install a dead hedge along the derelict wall to reinforce the current fencing. b) Learn to Scythe 2027 Proposal (enc). **RESOLVED**: To approve the proposal supporting the inclusion of young people. c) Learn to Scythe training quote (enc). **RESOLVED:** To approve the quote of £1144.
26(LE)258	**9. ALLOTMENTS** The meeting received a review of summer activities and projects at High Hirst Allotments Banksfield Allotments **RESOLVED:** To note the information.

26(LE)259	**10.**	**OTHER PROJECTS & UPDATES** An update was received on the following projects: a) Hanging Baskets **RESOLVED:** To note the information b) Hebden Royd Green Network & potential youth engagement with Calderdale Ecological Land Trust (CELT) courses. An event is planned for January to strengthen the networks that are being made. In discussing partnership working, Fly Tipping was discussed. **RESOLVED:** To note the information and for the Environment & Allotments Officer to contact CMBC to establish what is being done currently to address this issue.
26(LE)260	**11.**	**CALDERDALE ENERGY PARK** There were no further matters to discuss at this meeting.
26(LE)261	**12.**	**MYTHOLMROYD BEACON** An update was provided and land ownership is to be ascertained before remedial actions can take place.
26(LE)262	**13.**	**CLIMATE ACTION PLAN** The Climate Emergency Plan was discussed. It was noted that this should be a cross committee working document which influences the work of the council. As committees develop their plans for the coming year they will be asked to feed into this.
26(LE)263	**14.**	**EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution 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.

Meeting finished at 8:52pm.