

30 June 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 6 JULY 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 26/20069/TPO** at 2 Edgewood, Savile Road, Hebden Bridge, HX7 6BY for Fell 2 trees (Tree Preservation Order). (West End ward).

- b. **Application 26/00479/VAR** at Oaklands, Brier Hey Lane, Mytholmroyd, HX7 5PJ for Variation of condition 1 on application 23/00978/FUL (two dwellings); variation to house type for plot 1. (White Lee ward).
- c. **Application 26/20070/TPO** at 11 Eiffel Buildings, Hebden Bridge, HX7 8DD for Fell one tree (Tree Preservation Order). (Birchcliffe 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 26/00138/HSE at Banks Farm And Cottages, Raw Lane, Mytholmroyd, HX7 5RF for Installation of an air-source heat pump (ASHP) in timber screening and a 7 kW EV charger to the timber stable block (curtilage works).
- ✓ b. Application 26/00325/HSE at The Old Stables, Blackstone Edge Road, Cragg Vale, HX7 5TG for First floor extension with roof balcony and additional decking.
- X c. Application 26/00193/LBC at Hebden Bridge Railway Station, Station Road, Hebden Bridge, HX7 6JE for Creation of bar and installation of free-standing cold store in vacant units within the station (Listed Building Consent).

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 tabled)

7. **HRTC & HBPH BANK RECONCILIATION**

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

8. **HRTC & HBPH PAYMENT SCHEDULE**

To receive schedule, note items of information and to authorise payments totalling £37,574.03.

- 9. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**
To receive and decide actions on communications (enc).
 - a) General Regulatory Chamber First Tier Tribunal
- 10. REVIEW OF APPROACH TO RISK**
To review the Town Council Risk Assessment and decide on actions as appropriate (enc).
- 11. ROAD SAFETY IN CRAGG VALE**
At the request of Cllr Trickett.
To consider resident reports of speeding on Cragg Road (B6138) and to decide on actions
- 12. MAYORAL ALLOWANCE POLICY**
To consider the draft policy and decide on actions as appropriate (enc).
- 13. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**
To receive and note the activities of the Mayor (enc).
- 14. MINUTES OF THE TWINNING COMMITTEE held 1 JUNE 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 TOWN COUNCIL held 8 JUNE 2026**
To consider minutes and approve as a correct record (enc).
- 16. MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE held 9 JUNE 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).
- 17. MINUTES OF THE GRIEVANCE PANEL COMMITTEE held 12 JUNE 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).
- 18. MINUTES OF THE PROJECT AND EVENTS COMMITTEE held 16 JUNE 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).

19. MINUTES OF THE STAFFING COMMITTEE held 22 JUNE 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).

20. MINUTES OF THE PICTURE HOUSE COMMITTEE held 29 JUNE 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 tabled).

21. WORKING GROUPS

To receive reports from and to decide on appropriate actions.

22. REPRESENTATIVES TO OUTSIDE BODIES

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

23. 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
06/07/2026

Hebden Bridge Picture House

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Cleaning Supplies	INVKEI-89025	£ 112.20	BACS
b	PPS	Cleaning Supplies	INVKEI-89723	£ 51.78	BACS
c	Cathedral Leasing Limited	Hygiene Services	MI/1778165	£ 225.11	BACS
d	Eden Farm Hulley's	Kiosk	548505	£ 242.20	BACS
e	Eden Farm Hulley's	Kiosk	568608	£ 249.41	BACS
f	Grenke	Kiosk	294397/2026	£ 241.78	BACS
g	JL Brooks	Kiosk	686384	£ 160.85	BACS
h	JL Brooks	Kiosk	688706	£ 129.53	BACS
i	Just Jenny's	Kiosk	8656	£ 116.40	BACS
j	Just Jenny's	Kiosk	8677	£ 117.60	BACS
k	Slack Bottom Fudge	Kiosk	T2026011	£ 36.00	BACS
l	Suma	Kiosk	A75119	£ 294.27	BACS
m	The Buttercup Bakery	Kiosk	No365	£ 85.60	BACS
n	The Buttercup Bakery	Kiosk	No366	£ 231.00	BACS
o	The Buttercup Bakery	Kiosk	No367	£ 85.60	BACS
p	Rosse Systems	Maintenance	523708	£ 166.32	BACS
q	Pennine Signs	Marketing	34374	£ 198.00	BACS
r	Print Bureau	Marketing	PB9403	£ 24.00	BACS
s	Print Bureau	Marketing	PB9451	£ 12.00	BACS
t	Print Bureau	Marketing	PB9456	£ 24.00	BACS
u	Print Bureau	Marketing	PB9476	£ 50.00	BACS
v	Savoy Systems	Oscar	C-0626-34	£ 716.11	BACS
w	Luke Hutchinson GenErika	Quiz	08 June 2026	£ 310.00	BACS
x	Anime Ltd	Royalties	ANI4071	£ 317.80	BACS
y	Curzon	Royalties	10935	£ 134.05	BACS
z	Disney	Royalties	2316823	£ 462.80	BACS
aa	Disney	Royalties	2318381	£ 45.85	BACS
bb	Disney	Royalties	2321106	£ 702.90	BACS
cc	Lions Gate	Royalties	80236313	£ 1,893.50	BACS
dd	Metfilms	Royalties	INV-2218	£ 375.20	BACS
ee	Metfilms	Royalties	INV-2524	£ 53.90	BACS
ff	MUBI	Royalties	INV-MUK-4032	£ 815.84	BACS
gg	MUBI	Royalties	INV-MUK-4129	£ 170.10	BACS
hh	MUBI	Royalties	INV-MUK-3999	£ 197.40	BACS
ii	MUBI	Royalties	INV-MUK-4483	£ 219.46	BACS
jj	MUBI	Royalties	INV-MUK-4464	£ 43.75	BACS
kk	Paramount Pictures	Royalties	R2448866	£ 802.56	BACS
ll	Paramount Pictures	Royalties	R2450005	£ 203.00	BACS
mm	Park Circus	Royalties	1497294	£ 150.00	BACS
nn	Park Circus	Royalties	1497949	£ 222.70	BACS
oo	Peccadillo	Royalties	5195	£ 28.36	BACS
pp	Peccadillo	Royalties	5186	£ 120.00	BACS
qq	Sony	Royalties	1699789-1	£ 366.80	BACS
rr	Warner Bros	Royalties	23377036	£ 120.00	BACS
ss	FCC	Waste Collection	40560	£ 795.13	BACS

£ 12,120.86

Direct Debits

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Banking	133	£ 49.93	DD
b	Crown Gas	Utilities	3970868	£ 879.55	DD

£ 929.48

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount	
a	Independent Cinema Office	BFI FAN CON	GMZM 0000073	£ 120.00	BACS
b	The Buttercup Bakery	Kiosk	No356	£ 230.40	BACS

c	Universal	Royalties	22314818587-1	£	786.46	BACS
d	Universal	Royalties	22314820687-1	£	425.40	BACS
e	Business Stream	Utilities	10761141	£	494.10	BACS

£ 2,056.36

PAYMENTS

£ 15,106.70

Authorised by			
Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule
06/07/2026

Hebden Royd Town Council
Accounts to be Paid

Item

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Lancashire Clockmakers	Annual Clock Service St Jame's	INV-0986	£ 204.00	Clocks	BACS
b	Peninsula	Provision of Services agreement 743511	U005693930	£ 1,194.00	HR Support	BACS
c	Peninsula	Employment Services	U005717287	£ 689.76	HR Support	BACS
d	Zurich	Insurance Renewal	555598695	£ 3,871.73	Insurance	BACS
e	Zurich	Insurance MTA	557157532	£ 300.97	Insurance	BACS
f	Calvag	5ft and 6ft posts	INV-19676	£ 97.80	Local Environment	BACS
g	DA and FR Gibbon	Installing Hanging Baskets	8th June 2026	£ 936.00	Local Environment	BACS
h	EPS Hire Centres	Brushcutter, petrol, weed wakka, Husqvarna	124871	£ 103.95	Local Environment	BACS
i	Gardenius	Hanging Baskets	6532	£ 9,465.72	Local Environment	BACS
j	Paul Knights	High Hirst Meadows Day history walk x 2	20260601	£ 75.00	Local Environment	BACS
k	P&D Builders	Inspect all hanging brackets - refit and replace	03/06/26	£ 368.00	Local Environment	BACS
l	Steve Hindle	Meadows Day Ecology walks	26014	£ 100.00	Local Environment	BACS
m	Croft	Service Charges	89039	£ 176.10	Office	BACS
n	Euro Digital Systems	Monthly Network Print Support	169310	£ 251.26	Office	BACS
o	Grenke	Quarterly Fee for 01/07/26 to 30/09/26	280200/2026	£ 1,154.38	Office	BACS
p	Hebden Bridge Community Association Ltd	Room Hire for AMTC	19554	£ 169.20	Office	BACS
q	Hebden Bridge Community Association Ltd	Recharges - Data, IT, Phone, Call, Cleaning	19555	£ 153.00	Office	BACS
r	P3	Microsoft 365 Business	40325	£ 177.42	Office	BACS
s	The Shredding Alliance	Offsite Shredding	161778	£ 62.42	Office	BACS
t	Dalton Smith Accountants	Payroll Services for June	INV-0643	£ 202.80	Payroll	BACS
u	PPL PRS	Hebden Happy Hounds PRS PPL 23-24	SIN2892691	£ 350.42	Project & Events	BACS
v	Dry Stone wallin Ass	2 Day Course - GM	#27	£ 140.00	Training	BACS
w	SLCC	National Conference 2026	BK226326-1	£ 635.00	Training	BACS
x	SLCC	National Conference 2026	BK226327-1	£ 928.00	Training	BACS
y	SLCC	Qualification Fee ILCA BM	QL208751-1	£ 168.00	Training	BACS
z	Stephen Shulman	Trio Gitane performance at Twinning event	16/06/26	£ 260.00	Twinning	BACS

£ 22,234.93

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Goole Town Council	Yorkshire Day Celebrations 1 August 2026	09/06/26	£ 110.00	Mayors Allowance	BACS
b	Fleur De Lys	Flowers	08/06/26	£ 36.00	Office	Card

£ 146.00

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	EE	Mobile phones	V02481603896	£ 86.40	Office	DD

£ 86.40

TOTAL PAYMENTS

£ 22,467.33

Authorised by			
Councillor	Councillor	Clerk	Date

FT/EA/2025/0361: Hebden Royd Town Council vs Information Commissioner and [REDACTED]

From GRC <grc@Justice.gov.uk>

Date Fri 2026-06-12 11:19

To [REDACTED]

 1 attachment (182 KB)

033 080626 Judge decision.pdf;

FT/EA/2025/0361: Hebden Royd Town Council vs Information Commissioner and [REDACTED]

Dear Parties

I attach a copy of the Tribunal's decision. This decision may be posted on the tribunal's public web site in due course. Subject to the information below, this decision is final and binding on all parties. It is not possible to re-hear the case.

Decision Notes

Corrections

If the decision contains a clerical mistake or other accidental slip or omission (for example, the Tribunal may have written "2018" when it intended to say "2019"), this can be corrected.

Error of Law

A party may apply to **this** Tribunal (i.e. the First-tier Tribunal) for permission appeal to the Upper Tribunal on a point of law that arises from the decision.

An application for permission to appeal must

Be sent to these offices,
Be in writing,
Identify the alleged error of law in the decision and
State what result the party expects.

The time limit for applying to set aside a decision or for permission to appeal is 28 days after the Tribunal sends the decision. An application made outside this time limit must include a request for an extension of time **and** the reason why it was not provided in time. The Tribunal will then consider whether the application should be admitted.

The form for making an Application for Permission to Appeal to the Upper Tribunal can be found on our website at [Apply to the First-tier Tribunal \(General Regulatory Chamber\) for permission to appeal to the Upper Tribunal: Form GRC7 - GOV.UK](#)

If you do not have access to the internet, please let us know and we will send you a form on which to apply for permission to appeal.¹

General Data Protection Legislation

Court and Tribunal judgments are exempt from both the right to rectification the corresponding right of accuracy in processing. This means that the right to rectification does not apply to Court or Tribunal judgments.

Regards


GRC Team
Leicester

0300 303 5857

For information on how HMCTS uses personal data about you please see:

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

[1] In certain circumstances, you may wish to apply in writing within 28 days of being sent the decision for the decision to be set aside. This will be appropriate ONLY where there has been some procedural irregularity in the proceedings, such as if you were not sent a notice of hearing and the Tribunal proceeded to hear the case in your absence. For further information, see rule 41 of the Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009.

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NCN: [2026] UKFTT 00863 (GRC)

Case Reference: FT/EA/2025/0361

First-tier Tribunal
(General Regulatory Chamber)
Information Rights

Heard by Cloud Video Platform
Heard on: 5 May 2026
Decision given on: 12 June 2026

Before

JUDGE MATON
MEMBER CHAFER
MEMBER TAYLOR

Between

HEBDEN ROYD TOWN COUNCIL

Appellant

and

(1) THE INFORMATION COMMISSIONER
(2) COUNCILLOR REBECCA BODEN

Respondents

Representation

For the Appellant: Emma Green, Town Clerk

For the Second Respondent: in person

The First Respondent did not appear and was not represented

Decision: The appeal is Allowed.

Substituted Decision Notice: The Council is not required to take any further action in response to the Request.

REASONS

1. In this Decision the following terms have the following meanings:

Commissioner the Information Commissioner;

Council	the Appellant, Hebden Royd Town Council;
Decision Notice	the notice dated 16 September 2025 number IC-376878-B2J2, setting out the decision of the Commissioner in this matter;
FOIA	the Freedom of Information Act 2000;
Request	the request submitted by the Second Respondent dated 8 December 2024;
Requested Information	the information which was within the scope of the Request.

2. All references in this decision to a section of an Act are to FOIA.
3. This is an appeal against the decision of the Commissioner as set out in the Decision Notice.
4. The Tribunal received and considered a bundle of documents, and the Appellant and the Second Respondent attended an oral hearing by Cloud Video Platform. The Commissioner does not routinely attend appeal hearings.
5. By rule 36 of the Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009, a hearing can proceed in the absence of a party if the Tribunal is satisfied that the party had notice of the hearing and that it is in the interests of justice to proceed.
6. The Tribunal is satisfied that these requirements were met in this case, and that this was a fair and just way to decide the Appeal.

Background

7. The Council owns and operates a cinema known as the Picture House. Decisions regarding the operation of the Picture House are taken on behalf of the Council by the Picture House Committee. The Second Respondent, Councillor Boden, is a member of the Council and was a member of the Picture House Committee. Councillor Boden ceased to be a member of that Committee on 13 November 2024.
8. On 8 December 2024 Councillor Boden made the Request to the Council, which was in the following terms:

In 2023 a decision was made to 'market test' showing a few films early in release to see if this bolstered Picture House ticket sales.

Can you please send me the subsequent financial analysis of the results of this experiment? If it's already been sent out, please just point me to where it is available.

9. On 13 January 2025 the Council responded, refusing the Request on the basis that it was vexatious.
10. On 16 January 2025 Councillor Boden replied to the Council by email, requesting its reasoning for its refusal, and saying that, if there was no such an analysis as was referred to in the Request, then the Council should simply say this.
11. The Council treated Councillor Boden's email of 16 January 2025 as a request for an internal review. The Council conducted that review and replied on 5 February 2025, upholding its initial refusal.
12. Councillor Boden complained to the Commissioner. The Commissioner carried out an investigation, in the course of which the Council's position changed, with the Council stating that it did not hold the Requested Information, and withdrawing its reliance on vexatiousness.
13. The Commissioner issued the Decision Notice on 16 September 2025. The Commissioner considered that the Council did hold the Requested Information, on the basis that it held the building blocks of the relevant financial analysis, and that he was not convinced that the process of analysis required the exercise of skill and judgment. The Commissioner ordered the Council to disclose the Requested Information.
14. The Council appealed to the Tribunal.

The Appeal

15. In its appeal the Council argues, in different ways, that providing the requested analysis would require more than just the disclosure of raw data held by the Council, and would require the creation of new information.
16. Having considered the Council's appeal notice and related documents, the Commissioner considers that on the balance of probabilities the Council does not hold the Requested Information. Accordingly, the Commissioner does not oppose the appeal and invites the Tribunal to allow it.
17. Councillor Boden submits that the Council has misinterpreted what she requested, and that it does hold the necessary information to fulfil the Request.
18. Councillor Boden also considers that the Council failed to comply with its duty under section 16 to provide her with advice and assistance by clarifying the Request.

Relevant law

19. Section 1(1) FOIA provides as follows:

1 General right of access to information held by public authorities.

(1) Any person making a request for information to a public authority is entitled –

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him.

[...]

20. Section 16 FOIA provides that:

16 Duty to provide advice and assistance

(1) It shall be the duty of a public authority to provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.

(2) Any public authority which, in relation to the provision of advice or assistance in any case, conforms with the code of practice under section 45 is to be taken to comply with the duty imposed by subsection (1) in relation to that case.

21. A public authority is not required to create new information to satisfy a request.

Evidence

22. At the hearing, Ms Green explained the context for the 2023 market test referred to in the Request.

23. She said that the Picture House has one screen, which makes it difficult to show new films on the day of release, because cinemas are ordinarily required to show newly released films continuously over several days or weeks.

24. The Council was at the relevant time considering adding a second screen to the Picture House, and undertook a pilot project showing newly released films to determine whether this would increase revenue. The Council has traditionally tried to balance revenue raising through the Picture House with the showing of a wide range of films for the benefit of the community.

25. Ms Green and Councillor Boden agreed that, when the market test was planned, there was no particular format or output agreed for a financial analysis to be conducted afterwards. Although the intention was to see whether showing new films would increase revenue, there was no detailed plan for how this would be determined.

26. In its evidence, the Council disclosed some data relating to showings of films at the Picture House, including film names, attendance and sales figures for individual films. This information did not identify which films were shown as “trial titles”, and the Tribunal does not consider that this data on its own could be used to determine whether showing particular films increased revenue (although it does show that some films produced more revenue than others in terms of gross tickets sales).

27. The Council submits that producing the requested analysis “would require: identifying trial titles (not separately recorded in the system); extracting and collating multiple years of data; selecting comparators and metrics of “impact”, normalising results and drafting a narrative report. These steps require judgement, evaluation, and the creation of new information, rather than simple retrieval of existing records.”
28. Councillor Boden objects to this characterisation of the Request. She says that this is not what she requested, and that the Council has not sought any explanation of the Request, which she submits it was required to do by s16.

Discussion

29. Central to this appeal is the question of what was the “financial analysis” which Councillor Boden requested. The Tribunal notes that the Picture House Committee, of which Councillor Boden was a member until shortly before submitting the Request, did not determine a particular analysis which was to be carried out, although it is commonly understood between the Council and Councillor Boden that the intention of the pilot project was to see whether showing new films would increase revenue.
30. The terms of the Request clearly seek the product of the interpretation of data – an analysis. The Tribunal finds that, as the intended product is a conclusion on whether the showing of particular films had an effect on revenue, this would require more than simple mechanical calculations based on specific data. It would require an assessment of the overall financial impact of showing new films, which could be subject to extraneous factors and influenced by the professional opinion of those carrying it out.
31. The Council’s position is that no analysis of any kind has been carried out, and Councillor Boden provides no evidence to the contrary. The Tribunal finds that no analysis has been carried out; and, accordingly, the form of any such analysis is immaterial to the question whether or not the Council holds the Requested Information. No analysis has been carried out, so there is no analysis to disclose.
32. The Tribunal has considered whether the Council was obliged by s16 to seek to clarify the Request. The s16 duty is, so far as relevant, to provide reasonable advice and assistance to requesters. The Code of Practice issued under s45, and referred to in s16, envisages clarification of requests where this is necessary in order to establish whether a valid request has been made, or in order to obtain an adequate description of the information requested.
33. The Tribunal does not consider that it would be reasonable to require the Council to seek any clarification in this case. The Tribunal considers that the Request should be read objectively, and, when doing so, considers that there was no reasonable need for clarification. The Request was clear and unambiguous as to its scope, and the Council did not in fact hold any information meeting its description – so it was not the case that the Council held information which might or might not be within the scope of the Request depending on how it was understood.

34. Accordingly, the Tribunal finds that the Council did not hold the Requested Information, and further that it did not fail to comply with its duty under section 16.

Conclusion and decision

35. Having found that the Council does not hold the Requested Information, the Tribunal finds that the Decision Notice was based on an error of law, and accordingly allows the appeal.

Signed

Judge Maton

Date:

8 June 2026

This document has been produced to enable Hebden Royd Town Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise and mitigate them.

Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential risks, inherent in the place or practices. Based on a recorded assessment the Town Council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practicably possible. The Risk Assessment document is to be reviewed annually.

In carrying out the Risk Assessment, the following steps were taken –

- Identify the areas to be reviewed
- Identify what the risk may be (severity and likelihood)
- Evaluate the management and control of the risk and record findings
- Review, assess and revise as required

Hebden Royd Town Council operates a Health & Safety Management System supported by an appointed/contracted Employment Law and Health & Safety Specialist who provide day to day practical support to the employees of the Town Council.

Risks are assessed against

Severity

1. Negligible
2. Low
3. Moderate
4. High
5. Catastrophic

Likelihood

1. Unlikely
2. Possible
3. Likely
4. Highly likely
5. Definite

S	L	1	2	3	4	5
1	1	1	2	3	4	5
2	2	2	4	6	8	10
3	3	3	6	9	12	15
4	4	4	8	12	16	20
5	5	5	10	15	20	25

Total Risk = Severity x Likelihood

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments	Activity: Financial Risks				RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Precept	Adequacy of precept.	HRTC	3	1	3	Budgets prepared to determine amount required. Budget includes current year actual costs and projected position for following year.	1	1	1	Existing procedure adequate.	No
Precept	Requirement not submitted to Principal Authority in time.	HRTC	3	1	3	Precept is an agenda item for Full Council prior to deadline given by Principal Authority. Clerk submits requirement in writing prior to deadline and confirms by email. Principal Authority issues reminders to submit form.	1	1	1	Review financial reports regularly.	No
Precept	Amount not received from Principal Authority.	HRTC	3	1	3	Principal Authority notifies HRTC of the dates on which the precept will be paid into the bank account. Clerk checks that instalments are paid on given dates.	1	1	1	Prepare following year's budget in December.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Financial Records	Inadequate records.	HRTC	3	1	3	The Council has Financial Regulations that set out the requirements.	1	1	1	Existing procedure adequate.	No
Financial Records	Financial irregularities.	HRTC	3	1	3	A thorough review of the accounting records is conducted regularly by the internally appointed external auditor.	1	1	1	Review the Financial regulations when necessary.	No
Bank and banking	Inadequate checks.	HRTC	2	1	2	Financial Regulations set out requirements. Payments require authorisation at full council and changes to the account, two member signatories plus the Clerk	1	1	1	Review the Financial regulations when necessary.	No
Bank and banking	Banks errors.	HRTC	2	1	2	Bank statements reconciled regularly.	1	1	1	None	No
Bank and banking	Loss of cash.	HRTC	2	1	2	Cash banked as soon as practicable. Cash kept in safe.	1	1	1	None	No
Reporting and auditing	Insufficient information.	HRTC	2	1	2	Agendas for meetings cover all appropriate issues; minutes approved at following meeting.	1	1	1	Existing procedures adequate. Review procedures as required.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments	Activity: Financial Risks				RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Reporting and auditing	Incomplete audit.	HRTC	2	1	2	Clerk completes Annual Return for external audit following internal audit and produces all documentation to Members. Annual Return is approved at Full Council prior to submission.	1	1	1	Existing procedures adequate. Review procedures as required.	No
Grants received	Receipt of grant.	HRTC	2	1	2	Grants awarded with terms and conditions and specific to a project; normally only paid on submission of receipts and evidence of payment. Financial reports detailing expenditure without income would reveal non-payment.	1	1	1	Ensure financial reports presented to Council regularly.	No
Grants and support payable	Authority of Council to pay.	HRTC	3	1	3	All expenditure goes through the required Council process of approval, recording and listing. The Councils adoption of the General Power of Competence provides power for vast majority of expenditure.	1	1	1	Payments to payment schedule have been added for authorisation.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Best value	Work awarded incorrectly.	HRTC	3	1	3	All expenditure goes through the required Council process of approval, recording and listing. The Councils adoption of the General Power of Competence provides power for vast majority of expenditure.	1	1	1	Payments added to payment schedule for authorisation.	No
Salaries and assoc. costs	Salary paid incorrectly.	HRTC	3	1	3	Full Council authorises appointment of employees, following recruitment process. Increments authorised under delegated powers by Staffing Committee and reported to Full Council.	1	1	1	The internal auditor thoroughly reviews the payroll process.	No
Salaries and assoc. costs	Errors with salaries, pension and HMRC liabilities	HRTC	3	1	3	Principle payroll tasks are undertaken by an external provider, overseen by the Clerk. Any failure to meet HMRC obligations would be quickly detected and reported by HMRC.	1	1	1	The internal auditor thoroughly reviews the payroll process.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments	Activity: Financial Risks				RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Employees	Fraud by staff	HRTC	3	1	3	Segregation of duties reduces the risk relating to an individual. The Clerk and internal auditor conduct thorough reviews. In areas where there are risks. Fidelity Guarantee insurance is in place.	1	1	1	Existing procedures adequate.	No
VAT	Incorrect claims	HRTC	2	1	2	All VAT incurred is recorded separately in the accounting systems.	1	1	1	VAT is reviewed by the internal auditor. External Review undertaken 2025.	No
Annual Returns	Submit within time limits.	HRTC	2	1	2	Employers Annual PAYE Return is completed and submitted online by the approved payroll provider within the prescribed period and approved the Clerk. Annual Audit Return approved by the Council and sent to External Auditor within period.	1	1	1	Existing procedures adequate.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments	Activity: Financial Risks			RA No: HRTC/1	
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Legal Powers	Illegal activity or payments.	HRTC	2	1	2	The General Power of Competence is adopted allowing the council to do anything an individual can do provided it is not prohibited by other legislation.	1	1	1	Existing procedures adequate. Governance Review undertaken 2025	No
Insurance	Adequacy	HRTC	3	1	3	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	
Insurance	Cost	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Insurance	Compliance.	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	No
Insurance	Fidelity Guarantee.	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Insurance reviewed annually.	No

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Contracts	Ensure continued value for money coupled with continuity of work	HRTC	3	2		Compliance with financial regulations.				For specialist work carry out due diligence on contractor before appointing including references sought if necessary and copy of public liability insurance retained by the Clerk	
Assets	Loss or damage Risk/damage to third party or other property.	HRTC	3	2	6	An annual review of the asset register is undertaken for insurance provision. Areas where assets are held are regularly visited for operational reasons and any damage or loss identified dealt with.	2	1	2	Where required, risk assessments are undertaken.	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Record Keeping & Continuity			RA No: HRTC/2
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Minutes/ agendas/ Notices/ Statutory Documents.	Accuracy and legality	HRTC	2	1	2	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next appropriate meeting.	1	1	1	Existing procedures adequate and in accordance with statutory requirements	
Minutes/ agendas/ Notices/ Statutory Documents.	Illegal conduct	HRTC	2	1	2	Agenda displayed according to legal requirements. Business conducted at Council meetings managed by the Chairman in accordance with Standing Orders and Code of Conduct.	1	1	1	Members sign & adhere to Code of Conduct which is published by the Town Council & the Principal Authority.	
Council records – paper.	Loss through: Theft	HRTC	2	2	4	The records are stored in the Council office. Records include historical correspondence, minutes, insurance, bank records.	1	1	1	Damage (apart from fire) and theft is unlikely and so provision is adequate.	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Record Keeping & Continuity			RA No: HRTC/2
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Council records – paper.	Fire damage	HRTC	3	1	3	Important documents are stored in a fireproof cabinet. A programme of scanning documents into an electronic form is underway.	1	1	1	Damage (apart from fire) and theft is unlikely and so provision is adequate.	
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	HRTC	2	2	4	Electronic records are stored in the cloud and backed up in real time automatically.	1	1	1	None	
Meetings	Inaccuracy in recording of council decisions in minutes	HRTC	2	2	4	Draft minutes reviewed by Chairman for inaccuracies before publication. Minutes approved formally at next council meeting				Chairman reviewed and all minutes published and approved formally at meetings	
Resolutions	Acting outside of the legal powers of local councils					HRTC holds the GPC - Clerk to seek legal advice if unclear through YLCA, NALC or SLCC					

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Record Keeping & Continuity			RA No: HRTC/2
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Agendas	Timing of publication of minutes and agendas					Published within timeframes set out in Standing Orders and in accordance with Transparency Regulations				Agendas & minutes all published as required. Transparency Regulations checked as part of internal audit	
Business continuity	Absence of Clerk & RFO.	HRTC	4	2	8	NALC/YLCA offer locum staff in response to sudden departure/ incapacity of staff members. Deputy Clerk aware of a wide range of financial and Admin Tasks inc payroll. Able to authorise payments in usual way. Internal Auditor can offer support and bookkeeper engaged in account preparation.	2	1	2	Membership of NALC/YLCA renewed annually. Renew internal auditor in timely fashion.	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
General Data Protection Regulations (GDPR).	Policy provision	HRTC	3	1	3	The Council is registered with the Information Commissioner’s Office (ICO). Data is only held and distributed in accordance with GDPR rules. No information other than names and address, with reference to community groups is held.	1	1	1	Ensure appropriate review and renewal of registration, and compliance with rules. External DPO appointed in 2025 to support with processing of data and to ensure appropriate policy in place.	
Council Owned Land Station Road Car Park.	Insurance	HRTC	3	1	3	Car Park Operated Managed by CMBC as per their procedures with signed lease.	1	1	1	Ensure contact with CMBC Parking Services Manager.	
Council Owned Land Station Road Car Park.	Income generation	HRTC	3	1	3	Monies collected annually with charges revised, as necessary.	1	1	1	Ensure contact with CMBC Parking Services Manager.	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Freedom of Information Request.	Policy regarding Provision	HRTC	2	1	2	The Model Publication scheme has been adopted. To date there have been few requests under FOI. If a substantial request came in it would create several additional hours work.	1	1	1	Act in a timely manner and engage with the request before becoming formal. Monitor and assess impact of requests. In response to increase requests an external consultant has been appointed to support responses to FOI requests.	
Maintenance	Poor performance of assets or amenities	HRTC	3	2	6	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is authorised in accordance with the correct procedures of the Town Council. Assets are insured.	2	1	2	Existing procedures adequate	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Council Owned Items.	Theft & Loss	HRTC	3	2	6	Office Equipment covered by insurance. Twinning Gifts could not realistically be replaced but are included on assets register. Regalia covered by insurance, with additional cover for foreign trips.	2	1	2	Staff ensure security. Regalia insured at holder's home address. Twinning Gifts generally stored in chamber or storage area.	
Notice Boards	Risk of damage & injury to third party.	HRTC	2	1	2	The Council has three notice boards. Notices are updated on the boards at weekly or fortnightly intervals. No formal inspection procedures are in place, but any reports of damage are reported to the Council office and dealt with appropriately.	1	1	1	Existing procedures adequate	
Meeting locations	Adequacy & Health & Safety.	HRTC	2	1	2	Most meetings are held in a Hebden Bridge Town Hall, managed by HBCA as landlord. Community Association - The HBCA maintains these to a safe standard for all users.	1	1	1	Observe HBCA health and safety procedures.	

REVIEW OF APPROACH TO RISK 06.07.2026

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Town Hall Office Facilities	Injury to Staff	HRTC	3	1	3	Office is owned and operated by HBCA who retain statutory responsibilities as landlord. Office Layout & Equipment regularly reviewed and assessed. HRTC has First Aid Kit and accident book.	1	1	1	Maintain communication with HBCA. Staff monitor arrangements & equipment.	

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Property			RA No: HRTC/4
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Hebden Bridge Picture House	Picture House specific risk assessments are held at the Picture House.	HRTC	N / A	N / A	N / A	The Town Clerk & the Picture House Manager oversee the day-to-day management of the Picture House with guidance from the Picture House, Staffing Committee & Full Council. Internal Sample checks on fund movements and balance levels are carried out in line with procedures	N / A	N / A	N / A		
High Hirst Wood Meadow	specific risk assessments are held										
High Hirst Allotments	specific risk assessments are held	HRTC				Adequate Insurance in Place Annual Rent Review					
Banksfield Allotments	specific risk assessments are held Increase in maintenance costs	HRTC				Adequate Insurance in place Annual Rent Review					

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessment			Activity: Councillors Propriety			RA No: HRTC/5
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No	
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk			
Members interests	Pecuniary interests.	HRTC	3	1	3	Declarations of pecuniary interest by members at meetings. Members have a duty to declare any interest at the start of a meeting or when a conflict becomes apparent during a meeting.	1	1	1	Existing procedures adequate.		
Members interests	Register of members interests.	HRTC	2	1	2	Register of members interest's forms maintained by Principal Authority and published on Town Council & Principal Authorities website.	1	1	1	Members have responsibility to update register.		

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments		Activity: Council Reputation			RA No: HRTC/6
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Councillors & Staff	Bringing the Council into Disrepute (Reputational damage).	HRTC	3	2	6	Councillors and Staff understand and receive training, inc. Code of Conduct. Guidance provided on social media and relations with the press. All matters are undertaken professionally.	2	1	2	Any necessary training is provided. All Councillors to abide by the Code of Conduct.	
Councillors	Councillors acting outside of their powers	HRTC	4	4	8	Councillors encouraged to training.	4	1	4		
Press & social media	Damage to council reputation because of adverse media coverage or public accusations	HRTC & Staff				All official council communications are managed and overseen by the Clerk (and Chair regarding significant issues) Council's official social media is managed by Council staff. Only Clerk and designated officers are authorised to provide official statements				Social Media Guidance in place Training available to councillors and staff regarding communications	

RELEVANT DOCUMENTATION

• Standing Orders as adopted 28.5.25 • Financial Regulations as adopted 28.05.26 • Code of Conduct • Disability Discrimination Act 1995 • Disability and Equality Act 2010	• Employments Rights Act 1996 • Data Protection Act 2018 • Local Government Act 1972 • Local Government Act 2000 • Audit Commission Act 1998	• Local Government & Rating Act 1997 • Local Government Act 2003 • Local Audit and Accountability Act 2014 • Localism Act 2011
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Date:	30.06.26	Severity 1. Negligible 2. Low 3. Moderate 4. High 5. Catastrophic	Likelihood 1. Unlikely 2. Possible 3. Likely 4. Highly likely 5. Definite	<table><tr><td>S</td><td>L</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>1</td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>2</td><td></td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>3</td><td></td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>4</td><td></td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>5</td><td></td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr></table>							S	L	1	2	3	4	5	1		1	2	3	4	5	2		2	4	6	8	10	3		3	6	9	12	15	4		4	8	12	16	20	5		5	10	15	20	25
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Assessor:	E. L Green																																																			
Review Date:	June 2027																																																			



Mayoral Allowance Policy

Introduction

The Town Council does not pay an allowance to councillors generally and does not currently have the statutory power to do so. It may however make a payment to the Mayor to cover the costs of holding that office.

The Mayor is elected by Council and holds office for a civic year. The Mayor is the statutory Chair of Council and the civic leader. In addition to Chairing meetings of the Council, the postholder has a role in promoting the Council and its activities, representing the Town at local and regional events and by supporting other aspects of community life.

During their period of office, the Mayor puts in long hours representing the Council, supporting the community and often raising money for nominated charities. The Mayor has to transport themselves to functions not only within the Town, but across the County. Limited secretarial support is available from the office.

Hebden Royd Town Council makes provision within the budget each year for a Mayor's allowance, to be used at the Mayor's discretion.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

This policy aims to give clarity and transparency on the Mayor's allowance and how it is used.

Permitted Expenditure

The Mayoral allowance is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. Relevant incurred costs may include items such as:

- a. Milage to and from events
- b. Tickets for events
- c. Raffle and draw tickets
- d. Donations to charities
- e. Reasonable clothing allowance for Civic events
- f. Additional telephone, printing, stationary expenses
- g. To entertain guests in the name of the council or locality
- h. Tokens of appreciations (e.g. Twinning Gifts)

The allowance cannot be used for:

- a. Gifts of money or goods other than to charities. Any requests for contributions to groups and charities outside of attendance at fundraising activities must be considered through the Council's grants scheme.
- b. Parking and traffic fines

Issue of Payments

At the start of their term the Mayor must declare the form in which the allowance is to be received.

- a. The Mayor will receive the annual allowance paid to them in two equal instalments in June and December via payroll and will be subject to PAYE. If the Mayor vacates the position within the year, the Mayoral allowance will be calculated pro-rata.

Or

- b. Direct payments may be made for items such as tickets, room hire and small tokens on authorisation from the Mayor and authorisation to approve will be delegated to the Clerk. The Mayor may claim back any expenses incurred on providing receipts where possible. Any surplus will be donated to the Mayors Charity.

Setting the allowance

The Mayor's Allowance for 2026/27 is £5000.00

The Council has agreed that the allowance will be increased annually in line with the CPI index in the September of the previous financial year

Elections to Forgo Mayoral Allowances (Regulation 32)

The Mayor may decide to forgo all of their allowance entitlements. The Mayor must do this by notice in writing to the proper officer of the council. In this case the allowance will be returned to General Reserves and not be carried forward.

Hebden Royd Town Council

2026/2027

Mayor & Consorts Councillor Steve Woodhead, Mrs Jo Woodhead and Miss Winnie Woodhead

1. St Michael's Amateurs Performance of Addams Family, Gala Night - St Michael's Church Hall, Mytholmroyd. Thursday, 11 June 2026

Deputy Mayor & Consort Councillor Alex Turner and Dr Rana Khalaf

1. Warstein Twinning Welcome Event and discussion debate chaired by Deputy Mayor – Council Chamber, Hebden Bridge Town Hall. Friday, 5 June 2026
2. Warstein Twinning Visit Social Event – Birchcliffe Centre, Hebden Bridge. Saturday, 6 June 2026

TWINNING
held MONDAY 1 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

**PRESENT
Councillors**

Cammack, Parry, Turner and Trickett

Also

Jane Jackson – Hebden Bridge Twinning Society

Minutes

Bryony Moore – Communications and Engagement Coordinator

**ABSENT
Councillors**

Cllr Fraser

MINUTES

26(T)043	1. Election of Chair and Deputy Chair of the Twinning Committee for the council year 2026-27. RESOLVED: that Cllr Parry be Chair of the Twinning Committee for 2026 - 27. RESOLVED: that Cllr Trickett be Deputy Chair of the Twinning Committee for 2026 - 27.
26(T)044	2. Apologies for Absence and any substitutions. There were no apologies for absence at this meeting.
26(T)045	3. Members` Interests relating to agenda items for this meeting. There were no members interests reported at this meeting.
26(T)046	4. Matters arising from Minutes of Meeting held 22 January 2024 not itemised on this Agenda. It was suggested that the most recent previous Minutes from a quorate meeting (8th March 2021) be reviewed at the next meeting. A request was put forward to open up the Committee to further membership in order to make quorate meetings more attainable.
26(T)047	5. Arrangements for Civic Welcome (Friday 5th June 2026, 10:30am) and Civic Function (Saturday 6th June 2026, 7:30pm). The running order and content of both events was discussed and finalized. It was confirmed that Cllr Turner would give a welcome address and chair the Open Debate, with support from Cllr Trickett as translator.

	Guests from Warstein and their hosts in Hebden Bridge will attend, alongside Chairs of HRTC Committees. At the Civic Function on Saturday 6th June, Cllr Turner to deliver a welcome and closing address, with translation support from Cllr Trickett. Cllr Parry also to attend.
26(T)048	6. 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 8:15pm.

**MINUTES of the MEETING
of the TOWN COUNCIL
held MONDAY 8 JUNE 2026**

**PRESENT
Councillors**

Woodhead (Chair), Boden, Borrows, Butterick, Cammack, Fraser, Guilfoyle, Harvey, Howes, Hoyle, Macdonald, Parry and Turner.

Town Clerk

Emma Green

Also

One member of the public

**ABSENT
Councillors**

Boggis, Hedges, Trickett, Morse

26(FC)049	1. PUBLIC QUESTION TIME. Q1. Recalling that Hebden Royd Town Council declared a Climate Emergency in 2019; recalling also that this year the highest daytime temperature in May was the highest ever recorded; also recognising that the Hebden Royd Climate Action Plan of 2022 to 2023 has neither been updated nor replaced: Does the Council agree that the issue of the Climate Emergency should be treated with urgency, and that substantial resources should be allocated to taking action, with the aim of reducing the greenhouse gases that are emitted by the activities of residents and businesses within the Parish of Hebden Royd? A1. The matter of climate remains a priority for HRTC, however how this is implemented needs to be reviewed. It will be discussed by each individual committee as to how that committee will address climate issues, with priorities being discussed at Strategy & Review Committee to feed into a focused and achievable plan.
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26(FC)050	2. APOLOGIES AND REASONS FOR ABSENCE. Apologies were received from Cllrs Hedges (holiday) Trickett (overseas work commitments) Morse (Work commitments) and Boggis. RESOLVED: to note the apologies and approve the reasons for absence.
26(FC)051	3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS. There were no members' interests reported at this meeting.
26(FC)052	4. PLANNING APPLICATIONS a. Application 25/00746/FUL at Land South East Of 13 Osborne Street, Balmoral Street, Hebden Bridge for Two dwellings (self-build). (Birchcliffe ward). RESOLVED: Recommend Refusal based on flood management not being substantial and inappropriate development. b. Application 26/00193/LBC at Hebden Bridge Railway Station, Station Road, Hebden Bridge, HX7 6JE for Creation of bar and installation of free-standing cold store in vacant units within the station (Listed Building Consent). (Fairfield ward). RESOLVED: Recommend Refusal due to inappropriate use of a listed building. Concerns of public safety and the prevention of crime and disorder. c. Application 26/20052/TPO at Netherclough, Cragg Road, Mytholmroyd, HX7 5RX for Fell seven trees (Tree Preservation Order). (Cragg Vale ward). RESOLVED: Insufficient information to comment. d. Application 26/20049/TPO at Unit Known As Unit 1 And 2 Hoo Hole Mill, Cragg Road, Mytholmroyd for Reduce one tree (Tree Preservation Order). (Cragg Vale ward). RESOLVED: No Objection e. Application 26/00252/FUL at 3 Bridge Gate, Hebden Bridge, HX7 8EX for Alterations to shop front and new flue (Retrospective). (West End ward). RESOLVED: No Objection

	f. Application 26/00411/FUL at Acre House, Savile Road, Hebden Bridge, HX7 6ND for Conversion and renovation of domestic outbuilding to provide self-contained holiday accommodation. (Fairfield ward). RESOLVED: No Objection g. Application 26/00223/FUL at Southcliffe House, Commercial Street, Hebden Bridge, HX7 8AX for Use of residential annex as new separate dwelling. (Fairfield ward). RESOLVED: No Objection h. Application 26/00224/LBC at Southcliffe House, Commercial Street, Hebden Bridge, HX7 8AX for Use of residential annex as new separate dwelling (Listed Building Consent). (Fairfield ward). RESOLVED: No Objection i. Application 26/00402/LBC at Bluebell Cottage, Brearley Old Hall, Brearley Lane Top, Mytholmroyd, HX2 6HS for Fit EV Charging Unit. (White Lee ward). RESOLVED: No Objection 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)053	5. APPLICATIONS FOR PLANNING PERMISSION <u>GRANTED</u> BY CALDERDALE MBC RESOLVED: To note the information
26(FC)054	6. HRTC & HBPH ANNUAL STATEMENT OF ACCOUNT RESOLVED: To note the information.

Date: 01/06/2026

Time: 11:53:59

HEBDEN BRIDGE PICTURE HOUSE

Page: 1

Statement of Account

From: Month 1, April 2025
To: Month 12, March 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	338,711.21	61.31	347,324.00	(8,612.79)	338,711.21	61.31	347,324.00	(8,612.79)
Kiosk Sales - Food & Beverages	131,073.37	23.72	116,724.72	14,348.65	131,073.37	23.72	116,724.72	14,348.65
Kiosk Sales - Merchandise	309.83	0.06	0.00	309.83	309.83	0.06	0.00	309.83
Memberships	21,230.00	3.84	10,500.00	10,730.00	21,230.00	3.84	10,500.00	10,730.00
Private Hire & parties	24,446.47	4.42	19,392.00	5,054.47	24,446.47	4.42	19,392.00	5,054.47
Shop Rentals	16,033.60	2.90	16,020.00	13.60	16,033.60	2.90	16,020.00	13.60
Screen Advertising	11,457.18	2.07	9,600.00	1,857.18	11,457.18	2.07	9,600.00	1,857.18
Donations received	3,582.47	0.65	1,000.00	2,582.47	3,582.47	0.65	1,000.00	2,582.47
Gift Vouchers sold	3,030.12	0.55	6,000.00	(2,969.88)	3,030.12	0.55	6,000.00	(2,969.88)
Bank Interest Received	2,621.34	0.47	1,000.00	1,621.34	2,621.34	0.47	1,000.00	1,621.34
Overs/Shorts	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)
	552,495.59	100.00	527,610.72	24,884.87	552,495.59	100.00	527,610.72	24,884.87
Direct Costs								
Royalties	143,540.83	25.98	138,129.50	(5,411.23)	143,540.83	25.98	138,129.50	(5,411.23)
Kiosk supplies - Food & Beverages	56,946.97	10.31	43,188.15	(13,758.82)	56,946.97	10.31	43,188.15	(13,758.82)
Miscellaneous Supplies	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	8,902.54	1.61	11,000.00	2,097.46	8,902.54	1.61	11,000.00	2,097.46
	209,390.34	37.90	192,817.75	(16,572.59)	209,390.34	37.90	192,817.75	(16,572.59)
Running Costs								
Energy	11,413.75	2.07	24,000.00	12,586.25	11,413.75	2.07	24,000.00	12,586.25
Water	8,037.11	1.45	4,074.12	(3,962.99)	8,037.11	1.45	4,074.12	(3,962.99)
Waste & recycling	2,660.20	0.48	2,000.00	(660.20)	2,660.20	0.48	2,000.00	(660.20)
Cleaning Materials & equipment	3,003.95	0.54	3,600.00	596.05	3,003.95	0.54	3,600.00	596.05
Projection Equipment	3,002.87	0.54	1,000.00	(2,002.87)	3,002.87	0.54	1,000.00	(2,002.87)
Screen 2 Project	22,609.22	4.09	30,000.00	7,390.78	22,609.22	4.09	30,000.00	7,390.78
Staff Uniforms	809.00	0.15	500.00	(309.00)	809.00	0.15	500.00	(309.00)
Buildings Insurance	8,105.21	1.47	7,000.00	(1,105.21)	8,105.21	1.47	7,000.00	(1,105.21)
Film Delivery & couriers	0.00	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Office Expenses	6,430.95	1.16	3,600.00	(2,830.95)	6,430.95	1.16	3,600.00	(2,830.95)
Press listings	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
PRS & PPL Licenses	5,774.16	1.05	2,000.00	(3,774.16)	5,774.16	1.05	2,000.00	(3,774.16)
Training	355.50	0.06	2,000.00	1,644.50	355.50	0.06	2,000.00	1,644.50
Bank Charges	779.23	0.14	1,992.00	1,212.77	779.23	0.14	1,992.00	1,212.77
Box Office Oscar	12,351.43	2.24	9,000.00	(3,351.43)	12,351.43	2.24	9,000.00	(3,351.43)
	85,332.58	15.44	92,166.12	6,833.54	85,332.58	15.44	92,166.12	6,833.54
Gross Profit/(Loss):	257,772.67	46.66	242,626.85	15,145.82	257,772.67	46.66	242,626.85	15,145.82
Staff Costs								
Staff Costs	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
Net Profit/(Loss):	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)

Date: 01/06/2026

Time: 11:53:59

HEBDEN BRIDGE PICTURE HOUSE

Page: 1

Statement of Account

From: Month 1, April 2025

To: Month 12, March 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
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Kiosk Sales - Merchandise	309.83	0.06	0.00	309.83	309.83	0.06	0.00	309.83
Memberships	21,230.00	3.84	10,500.00	10,730.00	21,230.00	3.84	10,500.00	10,730.00
Private Hire & parties	24,446.47	4.42	19,392.00	5,054.47	24,446.47	4.42	19,392.00	5,054.47
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Screen Advertising	11,457.18	2.07	9,600.00	1,857.18	11,457.18	2.07	9,600.00	1,857.18
Donations received	3,582.47	0.65	1,000.00	2,582.47	3,582.47	0.65	1,000.00	2,582.47
Gift Vouchers sold	3,030.12	0.55	6,000.00	(2,969.88)	3,030.12	0.55	6,000.00	(2,969.88)
Bank Interest Received	2,621.34	0.47	1,000.00	1,621.34	2,621.34	0.47	1,000.00	1,621.34
Overs/Shorts	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)
	552,495.59	100.00	527,610.72	24,884.87	552,495.59	100.00	527,610.72	24,884.87
Direct Costs								
Royalties	143,540.83	25.98	138,129.50	(5,411.23)	143,540.83	25.98	138,129.50	(5,411.23)
Kiosk supplies - Food & Beverages	56,946.97	10.31	43,188.15	(13,758.82)	56,946.97	10.31	43,188.15	(13,758.82)
Miscellaneous Supplies	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	8,902.54	1.61	11,000.00	2,097.46	8,902.54	1.61	11,000.00	2,097.46
	209,390.34	37.90	192,817.75	(16,572.59)	209,390.34	37.90	192,817.75	(16,572.59)
Running Costs								
Energy	11,413.75	2.07	24,000.00	12,586.25	11,413.75	2.07	24,000.00	12,586.25
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Cleaning Materials & equipment	3,003.95	0.54	3,600.00	596.05	3,003.95	0.54	3,600.00	596.05
Projection Equipment	3,002.87	0.54	1,000.00	(2,002.87)	3,002.87	0.54	1,000.00	(2,002.87)
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Film Delivery & couriers	0.00	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Office Expenses	6,430.95	1.16	3,600.00	(2,830.95)	6,430.95	1.16	3,600.00	(2,830.95)
Press listings	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
PRS & PPL Licenses	5,774.16	1.05	2,000.00	(3,774.16)	5,774.16	1.05	2,000.00	(3,774.16)
Training	355.50	0.06	2,000.00	1,644.50	355.50	0.06	2,000.00	1,644.50
Bank Charges	779.23	0.14	1,992.00	1,212.77	779.23	0.14	1,992.00	1,212.77
Box Office Oscar	12,351.43	2.24	9,000.00	(3,351.43)	12,351.43	2.24	9,000.00	(3,351.43)
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Gross Profit/(Loss):	257,772.67	46.66	242,626.85	15,145.82	257,772.67	46.66	242,626.85	15,145.82
Staff Costs								
Staff Costs	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
Net Profit/(Loss):	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)

26(FC)055

7. HRTC & HBPH BANK RECONCILIATION

RESOLVED: To note the information

26(FC)056

8. HRTC & HBPH PAYMENT SCHEDULE

RESOLVED: to authorise payments totaling £20,891.58.

Payment and Receipt Schedule
08/06/2026

Hebden Royd Town Council
Accounts to be Paid
Item

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Paymen
a	Dodnaze Community Association	Refreshments for Woodmeadow Day	INV-0053	£ 50.00	Local Environment	BACS
b	Eco Green	Dog Waste Bags	2380	£ 993.60	Local Environment	BACS
c	Scythe Association	Four Year Membership	26th May 2026	£ 40.00	Local Environment	BACS
d	Michaels	Protective chain cases	85436	£ 243.00	Mayoral	BACS
e	Hebden Bridge Community Association	Recharges, Data, IT, Phone, Calls, Cleaning	19420	£ 153.00	Office	BACS
f	Pennine Signs	10 Bungee Toggles for Flags	34303	£ 24.00	Office	BACS
g	Dalton Smith	Payroll Services for May 2026	INV-0613	£ 202.80	Payroll	BACS
h	Pennine Heritage Ltd	Hire of Birchcliffe Hall	3316	£ 120.00	Twinning	BACS

£ 1,826.40

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Gareth Muir	Expenses	10/03/26	£ 60.57	Local Environment	BACS
b	Fleur De Lys	Flowers for Mayor Making	11/05/26	£ 130.00	Office	Card
c	Amazon	Office Supplies	GB6000U21WUN31	£ 8.78	Office	Card
d	Amazon	Office Supplies	XX60000ERD50DT	£ 3.31	Office	Card
e	Amazon	Office Supplies	GB62JPOOABEI	£ 10.27	Office	Card
f	Amazon	Office Supplies	GB62JMJVABEI	£ 19.49	Office	Card
g	Amazon	Office Supplies	GB62JIAKABEI	£ 19.49	Office	Card
h	Amazon	Office Supplies	GB62JMMFABEI	£ 19.49	Office	Card
i	Amazon	Office Supplies	GB62KZDNABEI	£ 12.49	Office	Card
j	Amazon	Office Supplies	INV2604090002	£ 9.34	Office	Card
k	Amazon	Office Supplies	GB63EPBDABEI	£ 6.99	Office	Card
l	Amazon	Office Supplies	GB63EPJTABEI	£ 4.95	Office	Card
m	Amazon	Office Supplies	GB5025QPPVQ471	£ 3.89	Office	Card
n	Amazon	Office Supplies	GB63L1VGABEI	£ 41.64	Office	Card
o	Amazon	Office Supplies	GB63U4VYABEI	£ 7.21	Office	Card
p	Amazon	Office Supplies	GB63U4Q4ABEI	£ 11.51	Office	Card
q	Amazon	Office Supplies	GB63VYUJabei	£ 15.67	Office	Card
r	Amazon	Office Supplies	T1BrWJ6Kk-1777594136	£ 4.59	Office	Card
s	Amazon	Office Supplies	GB64856XABEI	£ 10.99	Office	Card
t	Amazon	Office Supplies	GB64E02NABEI	£ 2.91	Office	Card
u	Amazon	Office Supplies	GB64DZU6ABEI	£ 12.74	Office	Card
v	Fleur De Lys	Flowers	8	£ 36.00	Office	Card
w	Post Office	Postage	20/05/26	£ 3.60	Office	Card
x	Post Office	Vouchers for Service to the Community	12/05/26	£ 200.00	Service to the Community	Card
y	Rose Abbott	Catering for Twinning Event	27/05/26	£ 1,235.00	Twinning	BACS

£ 1,890.92

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Stripe	Processing Fees March	51MLEFT4-2026-03	£ 50.78	Bank Charges	DD
b	Stripe	Processing Fees April	51MLEFT4-2026-04	£ 50.49	Bank Charges	DD
c	Peninsula	Provision of HR Services 742102	U005664987	£ 414.00	HR Support	DD
d	Peninsula	Provision of HR Services 742101	U005666550	£ 1,194.00	HR Support	DD
e	Peninsula	Provision of HR Services	U005659421	£ 683.76	HR Support	DD
f	EE	Monthly Charges	V02471431404	£ 86.40	Office	DD
g	Euro Digital Systems	Monthly Network Print Support	167505	£ 249.79	Office	DD
h	Euro Digital Systems	Monthly Network Print Support	161830	£ 360.49	Office	DD

£ 3,095.71

TOTAL PAYMENTS

£ 6,813.03

**Payment and Receipt Schedule
08/06/2026**

Hebden Bridge Picture House

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	
a	PPS	Cleaning Supplies	INVKEI-88483	£ 100.20	BACS
b	PPS	Cleaning Supplies	INVKEI-88482	£ 26.34	BACS
c	JL Brooks	Kiosk	681642	£ 473.37	BACS
d	Just Jennys	Kiosk	8643	£ 118.80	BACS
e	Leodis	Kiosk	INV-22390	£ 17.64	BACS
f	Leodis	Kiosk	INV-22168	£ 460.53	BACS
g	Leodis	Kiosk	INV-22501	£ 158.03	BACS
h	Matthew Clark	Kiosk	4209581	£ 497.36	BACS
i	Suma	Kiosk	C40296	-£ 31.75	BACS
j	Suma	Kiosk	A67906	£ 249.60	BACS
k	The Buttercup Bakery	Kiosk	No363	£ 83.00	BACS
l	The Buttercup Bakery	Kiosk	No364	£ 102.40	BACS
m	Turner & Wrights	Kiosk	313555	£ 516.96	BACS
n	Vocation Brewery	Kiosk	177310	£ 219.55	BACS
o	Rosse Systems	Maintenance	622962	£ 228.16	BACS
p	Print Bureau	Marketing	PB9291	£ 24.00	BACS
q	Print Bureau	Marketing	PB9316	£ 12.00	BACS
r	Print Bureau	Marketing	PB9327	£ 79.00	BACS
s	BFI	Royalties	BKI00483086	£ 922.25	BACS
t	BFI	Royalties	BKI00483084	£ 120.00	BACS
u	Curzon	Royalties	10142	£ 112.00	BACS
v	Curzon	Royalties	10141	£ 46.20	BACS
w	Curzon	Royalties	10292	£ 506.45	BACS
x	Disney	Royalties	2313011	£ 76.00	BACS
y	Disney	Royalties	2314376	£ 2,929.01	BACS
z	Munro	Royalties	6780	£ 120.00	BACS
aa	National Theatre	Royalties	SINRNT1040652	£ 974.60	BACS
bb	Park Circus	Royalties	1492623	£ 274.50	BACS
cc	Park Circus	Royalties	1492989	£ 176.15	BACS
dd	Park Circus	Royalties	1496455	£ 243.35	BACS
ee	Picture House	Royalties	24420	£ 64.06	BACS
ff	Seventh Art	Royalties	35688	£ 702.00	BACS
gg	Sony	Royalties	1698826-1	£ 634.40	BACS
hh	Tull Stories	Royalties	TS1589/HBPH	£ 324.80	BACS
ii	Vue Lumiere	Royalties	2001889	£ 147.20	BACS
jj	Vue Lumiere	Royalties	2001828	£ 120.00	BACS

£ 11,828.16

Direct Debits

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Banking	132	£ 68.13	DD
b	Croft	Office	86109	£ 175.01	DD
c	Clover	Oscar	FDMS 510964513 16/4	£ 146.96	DD
d	Clover	Oscar	FDMS 510964521 16/4	£ 159.12	DD
e	Clover	Oscar	FDMS 510964521 15/5	£ 162.34	DD
f	Clover	Oscar	FDMS 510964313 15/5	£ 178.38	DD
g	Clover	Oscar	Baseline April	£ 50.40	DD
h	Clover	Oscar	Baseline May	£ 50.40	DD

£ 990.74

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount	
e	Amazon	Office	GB63BYV1ABEI	£ 18.32	Card
f	Amazon	Office	GB6000T410DM11	£ 29.99	Card
g	Amazon	Office	GB600B7R7YMY31	£ 50.11	Card
h	Amazon	Office	GB64AKM3ABEI	£ 15.98	Card
i	Amazon	Office	GB641OYEABEI	£ 28.52	Card
j	Amazon	Office	GB641ORTABEI	£ 28.52	Card
k	Post Office	Petty Cash	46052	£ 190.09	Card
l	Post Office	Petty Cash	26/02/26	£ 195.67	Card
m	Post Office	Petty Cash	17/04/26	£ 199.37	Card
n	Post Office	Post	2/3/26	£ 4.25	Card
o	Liberator Film Services	Royalties	INV-0346	£ 240.50	BACS
p	Universal	Royalties	22314811829-1	£ 138.60	BACS
q	Universal	Royalties	22314815948-1	£ 28.70	BACS

£ 1,259.65

PAYMENTS

£ 14,078.55

26(FC)057	9. INTERNAL AUDITORS REPORT RESOLVED: to note the information and thank the team for their work over the past year.
26(FC)058	10. ANNUAL ACCOUNTABILITY AND GOVERNANCE RETURN Councillors considered the Annual Accountability and Governance Return. a) Cllr Boden moved to state 'no' for assertions 1,2,3,5,6,8,10. The motion fell. Cllr Butterick moved to approve all sections of the annual governance statement. <i>Cllr Boden requested a recorded vote.</i> For: Woodhead, Chair, Butterick, Cammack, Fraser, Guilfoyle, Harvey, Howes, Hoyle, Macdonald, Parry and Turner. Against: Boden, Borrows RESOLVED: To approve the Annual Governance Statement for the Financial Year 2025/26 – Section 1 of Annual Return paragraphs 1 to 9 b) It was moved to approve the Statement of Accounts <i>Cllr Boden requested a recorded vote.</i> For: Woodhead, Chair, Butterick, Cammack, Fraser, Guilfoyle, Harvey, Howes, Hoyle, Macdonald, Parry and Turner. Against: Boden, Borrows RESOLVED: To approve the Statement of Accounts for the financial year 2025/26 as set out in Section 2 of the Annual Return. c) It was moved to note the Annual Internal Audit Report

	<i>Cllr Boden requested a recorded vote.</i> For: Woodhead, Chair, Butterick, Cammack, Fraser, Guilfoyle, Harvey, Howes, Hoyle, Macdonald, Parry and Turner. Against: Boden, Borrows RESOLVED: To note the Annual Internal Audit Report for 2025/26 included at page 3 of the Annual Governance and Accountability Return 2025/2026. d) It was moved to approve the publication of documents required <i>Cllr Boden requested a recorded vote.</i> For: Woodhead, Chair, Butterick, Cammack, Fraser, Guilfoyle, Harvey, Howes, Hoyle, Macdonald, Parry and Turner. Against: Boden, Borrows RESOLVED: To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.
26(FC)059	11. PUBLIC RIGHTS OF INSPECTION RESOLVED: To note dates for the period for the exercise of public rights under accounts and audit regulations 2015. The dates are Monday 15 June to Friday 24 July 2026
26(FC)060	12. MINUTES OF THE TOWN COUNCIL held 18 MAY 2026 RESOLVED: To approve the minutes as a correct record, with the amendment that Cllr Hoyle was absent.
26(FC)061	13. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 26 MAY 2026

	RESOLVED: To receive minutes for information.
26(FC)062	14. WORKING GROUPS There were no reports from working groups.
26(FC)063	15. REPRESENTATIVES TO OUTSIDE BODIES There were no reports from representatives to outside bodies.
26(FC)064	16. 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.

Meeting finished at pm.

LOCAL ENVIRONMENT & CLIMATE COMMITTEE
held TUESDAY 9 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Guilfoyle, Parry and Woodhead

Deputy Clerk Ebony Andrews

HRTC Officer Gareth Muir

ABSENT
Councillors Trickett and Macdonald

Also One member of the public

MINUTES

26(LE)065	1. TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE PERIOD 26/27 RESOLVED: that Cllr Woodhead be Chair of the Local Environment & Climate Committee for 2026 - 27. RESOLVED: that Cllr Guilfoyle be Deputy Chair of the Local Environment & Climate Committee for 2026 - 27.
26(LE)066	2. TO RECEIVE APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS. Apologies were received from Cllrs Trickett who is overseas on business, and Cllr Macdonald who has a meeting clash. RESOLVED: To note apologies and approve the reasons for absence.
26(LE)067	3. TO RECEIVE MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING. There were no members interests reported at this meeting.
26(LE)068	4. TERMS OF REFERENCE Members reviewed and discussed the terms of reference at length. An amendment to Scope, section 5.2, was recommended.

	RESOLVED: To accept the Terms of Reference, with the following amendment to 5.2: <i>To advise the Council on environmental and climate matters arising from the Council's functions and activities, including the environmental impact of Council services, buildings, assets, procurement, transport, and operational practices, and opportunities to improve sustainability and reduce carbon emissions across Council operations.</i>
26(LE)069	5. MINUTES OF THE MEETING HELD 18 MARCH 2026 RESOLVED: To note the information
26(LE)070	6. COMMUNICATIONS Member received the following communication: a) Resident Email Bluebells The Local Environment & Allotments Officer advised that we are not aware of any Spanish Bluebells on any HRTC sites. Should any be identified, advice will be sought from the appropriate authorities to remove them. Equally, members and the Officer agreed that no Spanish Bluebells will be planted on any HRTC sites. RESOLVED: The Local Environment & Allotments Officer will respond outlining the Committees approach, as described above.
26(LE)071	7. BUDGET UPDATE Clls received a budget update from the Officer and Deputy Clerk. RESOLVED: To note the information
26(LE)072	8. PROPOSED PURCHASES Members considered the following purchase of equipment to support the safe and effective delivery of local environment projects and events. a) HRTC Van lease. Members discussed at length the proposal to lease a van for Council use. The proposal was considered as a means of reducing the use of personal vehicles for Council business and the associated liabilities, while also creating opportunities to support partner organisations and collaborative projects. RESOLVED: A lease of 2 years was recommended, with a view to review usage and vehicle suitability before any renewal takes place.

26(LE)073	9. ACTIVE TRAVEL Cllrs discussed Active Travel and while there are no specific projects on the horizon, agreed to revisit it on future agendas. RESOLVED: To retain Active Travel as an agenda point for future meetings.
26(LE)074	10. HIGH HIRST WOODMEADOW Cllrs received an update from the Local Environment & Allotments Officer on the following projects and decided on the following actions: a) High Hirst Woodmeadow Volunteer Review – Spring 2026 Members underscored that volunteer engagement looks encouraging - as demonstrated by the hours contributed. Cllrs are also pleased to see new volunteers joining in on the activities. RESOLVED: To note the information. b) Upcoming events – Meadows Day and Haytime Tea Meadows Day on 4 July will incorporate two ecology walks, two local history walks, drystone walling and scything demonstrations and children’s activity supported by DodPod as highlights. Haytime Tea on 26 July will mark the end of the volunteers scything programme for 26 (commencing 5 July) and will be celebrated by music from Hebden Bridge Folk Group and refreshments. RESOLVED: To note the information.
26(LE)075	11. ALLOTMENTS Members received an update from the Local Environment & Allotments Officer on the following projects. a) High Hirst Allotments RESOLVED: To note the information. b) Banksfield Allotments RESOLVED: To note the information. c) High Hirst Allotments DAF Accessibility Audit Members thanked DAF for their contributions. Members were keen

	for the suggested actions to be explored further by the Officer, subject to consideration on a case-by-case basis and within available budget constraints. RESOLVED: for the suggested actions to be explored further by the Officer where appropriate. d) Banksfield Allotments DAF Accessibility Audit Members thanked DAF for their contributions. Members were keen for the suggested actions to be explored further by the Officer, subject to consideration on a case-by-case basis and within available budget constraints. RESOLVED: for the suggested actions to be explored further by the Officer where appropriate.
26(LE)076	12. OTHER PROJECTS & UPDATES Cllrs received an update on the following projects from the Local Environment & Allotments Officer: a) Hanging Baskets The scheme is now underway with hanging baskets being installed. RESOLVED: To note the information. b) Hebden Royd Green Network Following the postponement of the previous event, a revised date of 11 August has been circulated to the Network. A small number of expressions of interest have been received to date. Should sufficient interest be confirmed, the event will proceed as planned. If participation remains limited, further engagement with the group will be undertaken to explore alternative opportunities for involvement. RESOLVED: To note the information. c) Spring Clean 2026 Review Members discussed at length the new scheme and levels of participation noting it was positive to engage with groups from further afield including the Halifax Wandering Wombles. It was highlighted that there remain disproportionate levels of litter in certain areas of Hebden Royd, and that this is a subject that

	requires more focus. RESOLVED: Management of litter in Hebden Royd be raised as an agenda item at the next meeting of the Committee. d) Community Bulb Planting Review RESOLVED: To note the information. e) Mytholmroyd Beacon update Members considered the complexities surrounding the Mytholmroyd beacon and expressed the view that the structure presents a potential liability to the Council. Concerns were raised regarding the lack of control over its use, its location on flammable moorland and grassland, and the significant costs that would be associated with replacing it with a more permanent structure. Members noted that, even if the beacon were replaced, the associated liabilities would remain. As the beacon is an HRTC asset but is situated on private land, Members agreed that the landowner should be identified and engaged in discussions regarding the future of the structure. RESOLVED: The landowner is identified and contacted to understand their position in relation to the beacon and highlight Council concerns. e) CROWS Annual Review 2026 Members expressed their appreciation for the work undertaken by CROWS in our community. RESOLVED: To note the information.
26(LE)077	13. CALDERDALE ENERGY PARK Members considered matters relating to the CEP and decided on the following actions: a) CEP Consultation - HRTC Position Statement opposing the proposal has been forwarded to CEP by Cllr Butterick & Harvey on behalf of HRTC. (Minute 547) <i>"Further to a public survey undertaken in 2025 and information made available to the community since that time, Hebden Royd Town Council is committed to stand with the mandate given by its community. The Town Council strongly opposes the development of the Calderdale</i>

	<i>Energy Park on the grounds of destruction of peat, associated flood risks and CO2 emissions. There are many other concerns most notably the impact on the natural habitat and biodiversity of this Site of Special Scientific Interest and Special Area of Conservation."</i> Further documentation from the Peat Alliance, setting out scientific evidence in support of its position and identifying omissions within CEP's plans, was appended to the above statement. RESOLVED: To note the information
26(LE)078	14. CLIMATE ACTION PLAN Cllrs discussed the Climate Emergency & Biodiversity Action Plan 2024-25 document. Members noted that a number of the achievable objectives contained within the current plan had been delivered. However, it was recognised that the overall scope of the plan was very broad and included areas of responsibility that sit beyond the remit, influence, and capacity of the Town Council. It was agreed that a new working document should be developed to reflect the Council's more recent focus on the local environment. The revised plan will have a more strategic approach and will concentrate on actions that fall within the Town Council's sphere of influence and will include more tangible and measurable outcomes. The document will focus on both the Council's activities and outputs, as well as its internal processes and procedures. RESOLVED: The revised document will be developed through consultation with committees to ensure input from across all committees and will form the basis of a three-year action plan.
26(LE)079	15. 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 9:34 pm.



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 environmental and climate matters arising from the Council's functions and activities, including the environmental impact of Council services, buildings, assets, procurement, transport, and operational practices, and opportunities to improve sustainability and reduce carbon emissions across Council operations.

- 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.

GRIEVANCE PANEL
held FRIDAY 12 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Butterick, Hedges and Woodhead

Minutes **Cllr Hedges**

ABSENT
Councillors None

MINUTES

26(G)080	1. To elect a Chair and Deputy Chair to the Committee. RESOLVED: that Cllr Butterick be Chair of the Grievance Panel for 2026 - 27. RESOLVED: that Cllr Woodhead be Deputy Chair of the Grievance Panel for 2026 - 27.
26(G)081	2. To receive apologies and reasons for absence. No apologies were received at this meeting.
26(G)082	3. To receive members' interests relating to agenda items for this meeting. There were no members interests reported at this meeting.
26(G)083	4. To note the Terms of Reference RESOLVED: To approve the Terms of Reference as presented.
26(G)084	5. EXCLUSION OF THE PRESS AND PUBLIC Councillors considered the exclusion of the public and press during consideration of items of a confidential nature. RESOLVED: to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of item 6 due to its confidential nature.

26(G)085	6. GRIEVANCE INVESTIGATION & RECOMMENDATIONS Councillors considered the report provided following an independent investigation into the grievance raised against the Town Council. RESOLVED: to accept the conclusions of the independent investigations into the grievance lodged by an employee, that it had been upheld in part. The meeting accepted recommendations 181, 182, 183 and 185. The meeting considered further actions, but no decisions were made. The meeting notified the employee of the outcome of the meeting.
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Meeting finished at 11am

PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE
held TUESDAY 16 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Hedges, Hoyle, and Parry

Minutes Town Clerk - E Green

ABSENT

Councillors Macdonald, Turner

MINUTES

26(PE)086	1. Election of Chair and Deputy Chair of the Project and Events Committee for the council year 2026-27. RESOLVED: that Cllr Hedges be Chair of the Projects & Events Committee for 2026 - 27. RESOLVED: that Cllr Hoyle be Deputy Chair of the Projects & Events Committee for 2026 - 27.
26(PE)087	2. Apologies for Absence and any substitutions. Apologies were received from Cllrs Turner (work commitments) and Macdonald. RESOLVED: To note apologies and approve the reasons for absence.
26(PE)088	3. Members` Interests relating to agenda items for this meeting. There were no members' interests reported at this meeting.
26(PE)089	4. Matters arising from Minutes of Meeting held 29 April 2026 not itemised on this Agenda. There were no matters arising
26(PE)090	5. Terms of Reference for Project and Events

	RESOLVED: To approve the Terms of Reference as presented.
26(PE)091	6. BUDGET UPDATE 26/27 Members received an update on the current year's budget and proposed expenditure. RESOLVED: To note the information.
26(PE)092	7. PROJECT UPDATES 2025-26 To receive an update on the following projects and decide on actions as appropriate. a) Hebden's Happy Hounds Feedback Councillors considered the report which included positive feedback. It was noted that the event represents good value for money as a free event for the community. RESOLVED: To note the information. b) Christmas Lighting Options – Mytholmroyd & Cragg Vale Councilors considered the report. RESOLVED: To await further response from contractors in respect of options for additional lighting in Mytholmroyd and to contact St. Johns Church about opportunities to support the Christmas Lighting offer in Cragg Vale. c) Christmas Light Switch On events – working title 'A very Valley Christmas' Councillors considered the options presented for a rebrand of Christmas. RESOLVED: the favoured design was the 'snow globes' but taking the more bold and traditional red and green colour palette and using the title 'A very valley Christmas' Noting the budget, councillors will support with wrapping the books for the grotto. d) February Half Term 2027 Ice Rink Proposal Councillors reviewed proposals for the ice rink. RESOLVED: to approve the proposal as presented, and that the ice rink will be free to use with an open attendance. Numbers on the ice will be monitored and controlled as

	required. It was also requested that monitoring of usage to be undertaken in respect of the home location of visitors. e) WOHB - Happy Valley Pride 26 Councillors received an update regarding the recent WOHB usage statistics and feedback from the Film Festival – the first ‘festival’ featured, noting that Happy Valley Pride is the next large festival to feature on the site. It was highlighted that Officer time is required to ensure that the site is kept relevant and up to date and that this needs to be considered when setting the priorities of the Committee. RESOLVED: to note the information.
26(PE)093	8. 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 9:00pm.

STAFFING COMMITTEE
held MONDAY 22 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Hedges, Morse, Turner and Woodhead

Minutes Town Clerk - E Green

ABSENT

Councillors Butterick, Harvey & Guilfoyle

MINUTES

26(S)094	1. TO ELECT A CHAIR & DEPUTY CHAIR FOR THE COUNCIL YEAR 2026-27 RESOLVED: that Cllr Woodhead be Chair of the Staffing Committee for 2026 - 27. RESOLVED: that Cllr Turner be Deputy Chair of the Staffing Committee for 2026 - 27.
26(S)095	2. TO RECEIVE APOLOGIES & REASONS FOR ABSENCE. Apologies were received from Cllrs Butterick (holiday), Harvey (family commitments) and Guilfoyle (holiday). RESOLVED: To note the apologies and approve the reasons for absence.
26(S)096	3. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING. There were no members' interests reported at this meeting.
26(S)097	4. MINUTES OF THE MEETING HELD 22 APRIL 2026 It was reported that the National Conference had been booked for the Town Clerk and Deputy Town Clerk.

26(S)098	5. TERMS OF REFERENCE Councillors reviewed the Terms of Reference for this committee. RESOLVED: To recommend adoption of the Terms of Reference as amended.
<i>The Chair reordered the agenda</i>	
26(S)099	9. EXCLUSION OF THE PRESS & PUBLIC Members considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature. RESOLVED: 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 - Agenda Items 6,7 & 8.
<i>The Town Clerk left the room</i>	
26(S)100	6. GRIEVANCE PANEL In accordance with 5.4 of Grievance Panel Terms of Reference, and in response to the recent employer grievance, recommendations were made in respect of better ways of working within council. RESOLVED: To note the information
<i>The Town Clerk returned to the room</i>	
	7. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS It was reported that future consideration be given to the staffing structure within the Town Council to ensure that it aligns with and is able to deliver the priorities of the council. Appropriate support for staff was discussed. RESOLVED: That consideration be given to the structure of the team and this be reported at future meetings of this committee, as preparations are made for the 27-28 budget. That the Town Clerk take actions as agreed to support staff.
26(S)101	8. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS Members received an update on staffing matters at the Picture House. RESOLVED: To note the information.

Meeting finished at 9pm.



STAFFING COMMITTEE TERMS OF REFERENCE

- Membership:** 7 Councillors and Ex-officio
- Non-councillor:** Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

1. Introduction

- 1.1 The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.2 The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Staffing Committee shall consist of seven Town Councillors. Four posts to be elected every four years immediately after an ordinary election, and three posts to be elected annually.
- 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 Staffing 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 Staffing Committee.

- 2.7 Members of the committee must be willing to undertake training as appropriate.

3. Meetings

- 3.1 Four scheduled meetings per year, in addition, meetings may be convened at short notice to consider urgent staffing matters. Meetings will be called by the Town Clerk.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.3 The first item of business on the agenda of a Staffing Committee meeting will make provision for the Committee to resolve, where necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

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, which are of a confidential nature will not be shared with the Full Council unless required as per item 5.15.
- 4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising a duty of care for all of its employees.
- 5.2 This committee may develop strategy and policy in all matters relating to human resources and employment related decisions on behalf of the Council.
- 5.3 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.
- 5.4 The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.
- 5.5 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff at Hebden Royd Town Council; with the exception of the post of Town Clerk/RFO (see 5.5 below). And of senior staff or new posts at Hebden Bridge Picture House above SCP 21.

- 5.6 Applicants will be short-listed by a minimum of 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.
- 5.7 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
- 5.8 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.
- 5.9 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.
- 5.10 The Staffing Committee will ensure that appropriate training and continual professional development programmes are in place for the staff of the Council.
- 5.11 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.
- 5.12 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).
- 5.13 The Staffing Committee to have delegated powers to review the Staff Handbook.
- 5.14 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.
- 5.15 The Staffing Committee to have delegated powers to review staff pension arrangements.
- 5.16 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.
- 5.17 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

- 5.18 Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures

6. Review

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