

02 September 2026

TO ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, Hebden Bridge Town Hall on **MONDAY 7 SEPTEMBER 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 26/00528/HSE** at Woodlands, Cragg Road, Mytholmroyd, HX7 5EN for Rear decking with external storage below (Retrospective) and rear dormer loft extension, with associated internal and external alterations (Planning Lapsed). (Cragg Vale ward).

- b. **Application 26/10016/ADV** at 30 Bridge Gate, Hebden Bridge, HX7 8EX for New proposed sign to match existing. (Fairfield ward).
- c. **Application 26/10017/ADV** at 41 Market Street, Hebden Bridge, HX7 6EU for Replacement window vinyls. (West End ward).
- d. **Application 26/00399/FUL** at Land South East Of The Hatcheries, Hall Bank Lane, Mytholmroyd, Calderdale for 2No five bedroom detached houses. (Cragg Vale ward).

Applications dealt with under delegation from Full Council.

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

The Chair proposes that the recommendations on the above planning applications are sent to the Environmental Services Department, Calderdale MBC. When the Chair or Deputy Chair cannot attend, Ward members be authorised to represent the view of Hebden Royd Town Council at meetings of the Planning Committee at Calderdale MBC.

5. **APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**

- ✓ a. Application 26/20070/TPO at 11 Eiffel Buildings, Hebden Bridge, HX7 8DD for Fell one tree (Tree Preservation Order).
- ✓ 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.
- ✓ c. Application 26/00192/HSE at Burlees Court, Burlees Lane, Dodd Naze, Hebden Bridge, HX7 8PH for Detached garage building ancillary to Burlees Court.
- ✓ d. Application 26/00340/LBC at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom (Listed Building Consent).
- ✓ e. Application 26/00339/FUL at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom.

- ✓ f. Application 26/00432/HSE at Hillside, Savile Road, Hebden Bridge, HX7 6ND for Link extension between house to garage. (Part Retrospective).

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 (enc).

7. HRTC & HBPH BANK RECONCILIATION

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

8. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £38,437.56. (enc).

9. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a) First Tier Tribunal (GRC) Permission to Appeal Ruling
- b) YLCA Training Schedule

10. FINANCIAL RISK ASSESSMENT

To review the Draft Financial Risk Assessment and to decide on actions as appropriate (enc).

11. COMPLAINTS SUB COMMITTEE

To elect a Complaints Sub Committee and to approve the Terms of reference (enc).

12. FLY TIPPING IN CRAGG VALE

At the request of Cllr Trickett

The following motion is proposed:

- 1) More media posts around fly tipping and the consequences to offenders. Put pressure on Calderdale to do the same.
- 2) Signage in the lay-bys also advising no fly tipping and consequences
- 3) Put pressure on Calderdale to have some kind of camera detection to catch perpetrators

13. REMOVAL OF STATUTORY PRE-APPLICATION CONSULTATION REQUIREMENTS FOR NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECTS

At the request of Cllr Turner (enc)

The following motion is proposed:

This Council notes that:

The Planning and Infrastructure Act 2025 has recently removed the statutory requirement for developers of Nationally Significant Infrastructure Projects (NSIPs) — including Calderdale Energy Park — to carry out pre-application consultation, and the duty to have regard to consultation responses.

This change took effect after Calderdale Energy Park's statutory consultation had already run. Residents and neighbouring councils engaged with that process in good faith and on the understanding it carried statutory weight, including raising formal concerns about its adequacy.

The Planning Inspectorate has now confirmed in writing, in response to queries from local campaign groups, that the extent and quality of a developer's engagement with communities is entirely at its own discretion, and plays no part in whether its application is accepted for examination.

This Council believes that:

These changes retrospectively strip the Calderdale Energy Park consultation of any real accountability, and leave residents who engaged in the process in good faith with the sense their serious concerns will now be completely ignored.

The removal of the Adequacy of Consultation Representation, and its replacement by an assessment of document quality, massively weakens the ability of communities and local authorities to object using the weight of established and statutory requirements.

This Council resolves to:

Instruct the Clerk to begin compiling a formal written record of this Council's and residents' concerns about the adequacy of Calderdale Energy Park's pre-application engagement, for submission as part of this Council's own relevant representation once the Development Consent Order application is accepted for examination.

Write to Calderdale Council urging it to compile and publish its own assessment of engagement adequacy as host authority.

Write to Josh Fenton-Glynn, Calder Valley MP, and to the Secretary of State for Housing, Communities and Local Government, setting out this Council's concerns about the impact of removing the statutory pre-application consultation requirements for NSIPs, which enables

developers to wilfully ignore communities' rights to be properly informed and consulted.

14. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

To receive and note the activities of the Mayor (enc).

15. MINUTES OF THE PICTURE HOUSE COMMITTEE held 27 JULY 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).

16. MINUTES OF THE TOWN COUNCIL held 3 AUGUST 2026

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

17. MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE (CPS) held 17 AUGUST 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).

18. MINUTES OF THE PICTURE HOUSE COMMITTEE held 24 AUGUST 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. WORKING GROUPS

To receive reports from and to decide on appropriate actions.

20. REPRESENTATIVES TO OUTSIDE BODIES

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

21. 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.

Date: 01/09/2026

Time: 15:59:59

HEBDEN BRIDGE PICTURE HOUSE

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Statement of Account

From: Month 4, July 2026

To: Month 4, July 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

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

Statement of Account

From: Month 4, July 2026

To: Month 4, July 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

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

Bank Reconciliation

Bank Ref:	1250	Date To:	31/07/2026
Bank Name:	HBPH - Current Account	Statement Ref:	1250 2026-08-05 01
Currency:	Pound Sterling		

Balance as per cash book at 31/07/2026:

35,644.19

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

35,644.19

Balance as per statement :

35,644.19

Difference :

0.00

Bank Reconciliation

Bank Ref:	1200	Date To:	31/07/2026
Bank Name:	HRTC - Current Account	Statement Ref:	1200 2026-08-21 01
Currency:	Pound Sterling		

Balance as per cash book at 31/07/2026:

43,777.55

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

43,777.55

Balance as per statement :

43,777.55

Difference :

0.00

Bank Reconciliation

Bank Ref:	1201	Date To:	20/07/2026
Bank Name:	HRTC - Reserves	Statement Ref:	1201 2026-08-24 01
Currency:	Pound Sterling		

Balance as per cash book at 20/07/2026:

480,065.98

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

480,065.98

Balance as per statement :

480,065.98

Difference :

0.00

Bank Reconciliation

Bank Ref:	1253	Date To:	31/08/2026
Bank Name:	HBPH - Savings Account	Statement Ref:	1253 2026-09-01 01
Currency:	Pound Sterling		

Balance as per cash book at 31/08/2026:

195,274.47

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

195,274.47

Balance as per statement :

195,274.47

Difference :

0.00

Payment and Receipt Schedule
07/09/2026

Hebden Bridge Picture House

Accounts to be Paid

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

£ 23,279.77

Direct Debits

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

Payments paid by Clerk

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

PAYMENTS**£ 27,389.22**

Authorised by			
Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule
07/09/2026

Hebden Royd Town Council
Accounts to be Paid

Item

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

£ 5,703.62

Accounts previously paid by the Town Clerk

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

£ 1,743.54

Direct Debits

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

£ 3,601.18

TOTAL PAYMENTS

£ 11,048.34

Authorised by			
Councillor	Councillor	Clerk	Date



YLCA TRAINING PROGRAMME

August - October 2026

To book a training session please click on the date you require and this will take you to the registration form. Full details of course content are available on the [YLCA website training events and calendar](#).

Please ensure that you have read and understood the bookings and cancellation information on the final page below.

Induction for Clerks (not RFO) Remote

This session covers the role of the clerk. A separate session covers the role of the RFO. If you are Clerk/RFO please register for both sessions.

Cost: £47.00 or £23.50 with small council bursary

[Wednesday 12 August](#), 6.30pm to 9.00pm

[Wednesday 28 October](#), 9.30am to 12.00noon

Induction for Clerks (not RFO) Face to Face

Thursday 23 September, 10.00am to 12.30pm to be held at: York House, Tadcaster LS24 9JF

E-mail: admin@yorkshirelca.gov.uk for a booking form for the face to face session.

Induction for RFO Remote

This session cover the role of the RFO.

Cost: £37.60 or £18.80 with small council bursary

[Thursday 13 August](#), 6.30pm to 8.30pm

[Thursday 29 October](#), 9.30am to 11.30am

Induction for RFO Face to Face

Thursday 23 September, 1.00pm - 3.00pm

To be held at York House, Tadcaster LS24 9JF

E-mail: admin@yorkshirelca.gov.uk for a booking form for the face to face session.

Preparing Lawful Agendas and Good Practice Minutes

Cost: £28.20 or £14.10 with small council bursary

[Wednesday 19 August](#), 1.30pm to 3.00pm

Councillors' Discussion Forums

Free of charge

[Thursday 20 August](#), 7.00pm to 8.00pm

[Thursday 24 September](#), 7.00pm to 8.00pm

[Tuesday 27 October](#), 7.00pm to 8.00pm

How to complete and manage financial risk assessments

Cost: £18.80 or £9.40 with small council bursary

[Tuesday 25 August](#), 10.00am to 11.00am

When to go to tender and navigating the find a tender process

Cost: £37.60 or £18.80 with small council bursary

[Wednesday 26 August](#), 10.00am to 12 noon

Off to a Flying Start Part 1

Only book onto this session if you are booking Part 2

Cost: £37.60 or £18.80 with small council bursary

[Wednesday 2 September](#), 6.30pm to 8.30pm

Off to a Flying Start Part 2

Only book onto this session if you are also booking on the Part 1 session

Cost: £37.60 or £18.80 with small council bursary

[Tuesday 8 September](#), 6.30pm to 8.30pm



YLCA TRAINING PROGRAMME

August - October 2026

AI Session 3: AI for Council Operations in 2026

Cost: £40.00 per delegate

Thursday 3 September, 1.30pm to 3.00pm

Chairing Skills Part 1 Remote

Cost: £37.60 or £18.80 with small council bursary

Thursday 3 September, 10.00am to 12 noon

Chairing Skills Part 2 Remote

Cost: £37.60 or £18.80 with small council bursary

Thursday 10 September, 10.00am to 12 noon

Chairing Skills Face to Face

Cost: £75.20 or £37.60 with small council bursary

Thursday 22 October, 10.00am to 3.00pm to be held at: Walton Village Hall, Nr Wetherby

E-mail: admin@yorkshirelca.gov.uk for a booking form for the face to face session.

Caring for war memories - Brogan Warren, Public Engagement Officer, War Memorial Trust

Cost: £10 per delegate

Thursday 10 September, 1.30pm to 3.00pm

Clerks' Discussion Forums

Free of Charge

Tuesday 15 September, 7.00pm to 8.00pm

Wednesday 7 October, 10.00am to 11.00am

Supporting councils to handle complaints with confidence – Breakthrough Communications

Cost: £37.60 or £18.80 with small council bursary

Wednesday 16 September, 10.00am to 12.00pm

Powers, Policies and Procedures - understanding powers, and having the right policies and procedures in place

Cost: £28.20 or £14.10 with small council bursary

Wednesday 16 September, 1.30pm to 3.00pm

Addressing the Biodiversity Challenge Mike Deegan Consultancy

Cost: £37.60 or £18.80 with small council bursary

Monday 21 September, 6.30pm to 8.30pm

Understanding Charity Trustees and the Council's Role

Cost: £28.20 or £14.10 with small council bursary

Tuesday 22 September, 6.30pm to 8.00pm

Planning Enforcement and Appeals

Cost: £28.20 or £14.10 with small council bursary

Wednesday 23 September, 6.30pm to 8.00pm

Business Continuity Plan - Preparing for the unexpected

Cost: £28.20 or £14.10 with small council bursary

Tuesday 13 October, 6.30pm to 8.00pm

Getting to grips with using the website for more community engagement - Mark Tomkins

Cost: £15.00 per delegate

Tuesday 20 October, 10.00am to 11.30am



YLCA TRAINING PROGRAMME

August to October 2026

To book a place on a course all information and registration links are available above or on the [YLCA Website](#).

Registration

Please ensure that you:

- have the approval of the council to attend YLCA training.
- register well in advance to secure your place (some sessions fill up very quickly) **and ensure the e-mail address provided is accurate when registering.**
- For all webinar training please:
- Include the name of the council so that an invoice can be issued to the council and whether you are a councillor or officer.
- retain the confirmation e-mail automatically generated by zoom upon registration as this contains the link to join the webinar. **Please keep this safe. If you do not receive the confirmation e-mail please contact us at admin@yorkshirelca.gov.uk. You will also receive reminder e-mails directly via Zoom one week beforehand and a day beforehand.**
- join the session at least 5 minutes before the start time as all webinars will start promptly.
- the presentation and handouts will be e-mailed to delegates after the session and an invoice will be issued to the council.

If less than five people register for a training session, it may be cancelled (anyone registered for a cancelled webinar or face-to-face training session will be advised of the cancellation by e-mail). If less than ten people register for free clerks or councillors discussion forums, it will be cancelled.

Small Council Bursary

Councils with a gross income less than £6,000 per annum are entitled to a discount of 50% to encourage them to access training. If the Council qualifies for this, please let us know via e-mail and attach a copy of the last completed Annual Return. We will then invoice the Council with the relevant discounted amount.

Cancellation:

If you are unable to attend a training session and do not cancel the registration, the council will be charged. Therefore, please cancel your booking as soon as you realise you will be unable to attend, this will allow someone else to take the place. Please read the YLCA Cancellation Policy for terms and conditions.

If you cannot attend and wish to cancel, please refer to our [cancellation and refund policy](#).



YLCA TRAINING PROGRAMME

EXTERNAL PROVIDERS

The YLCA work with external partner to deliver training to our members. The training sessions offered are listed under each of the providers headings, however to find the date for the training you will need to go to the information sheet that is available on our website under the relevant external partners page or email admin@yorkshirelca.gov.uk for further information.

Finance Training with The Parkinson Partnership

The [information sheet](#) is available on our website. You can register online via the [YLCA WEBSITE](#). The cost for finance training is £35.00 per delegate.

Finance for Councillors
VAT for unregistered councils (VAT126)
VAT for VAT registered councils
VAT – Partial exemption
Internal Controls
Budgeting for clerks and finance staff
Procurement
New clerk's finance
The role of Internal Audit
Year-end & Audit – councils over £25,000
Income & Expenditure accounting (for larger councils)
Year-end & transparency – councils under £25,000

Nimble E-Learning

Nimble E-Learning is an excellent resource for completing training over a 12 month period. As it is e-learning and no session should take more than 45 mins. The cost for each session is £22.50. The topics on offer are [available on our website](#) and you can register for a place on our website.

CloudyIT

Cloudy IT provide training on Microsoft 365 and the tools within this product. To register for training please [click on this link](#) which takes you to the YLCA Partners Training Page and register via CloudyIT's website, please don't forget to say that you are a member of YLCA. The costs for the training are available from CloudyIT.

Training with Breakthrough Communications

We provide [an information sheet](#) with dates and topics that Breakthrough Communications provide on our behalf. You can register online via the [YLCA WEBSITE](#). The cost for training is £35.00 per delegate.

Communicating with your community part 1 –
Creating a communications strategy
Communicating with your community part 2 –
Implementing effective community engagement and building sustainable conversations
Recruiting and retaining a more diverse pool of councillors
How councils can more effectively engage with young people
Crisis communications for local councils
Get the most from local and regional media
Social Media Part 1 – Getting started
Social Media Part 2 – Advanced strategies
Councillors training: Social media skills for parish and town councillors
Emotional Intelligence and Resilience
Dealing with difficult people and conversations
Councillors training: Data protection training for parish and town councillors
Data Protection and UK GDPR Part 1
Data Protection and UK GDPR Part 2
Data Protection and UK GDPR for clerks and officers Part 3
Freedom of Information for local councils: obligations, procedures and exemptions
Canva Part 1 – Getting started
Canva Part 2 – Advanced
Boosting your councils identity: How to promote your council effectively

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. Three year budget to be prepared for 2027.	No

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. Changes to the account, require two member signatories plus the Clerk	1	1	1	Review the Financial regulations when necessary. Move to dual authorisation for bank payments by end of the financial year 26-27	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

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	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
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

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		
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, ensure Financial Regulations are followed.	1	1	1	Payments to payment schedule have been added for authorisation.	No
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

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		
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. Ensure relevant submission made for SSP/SMP	No
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 or missed returns	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

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		
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
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.	

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	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
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

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	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
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. To consider including fixed assets on the accounts when system is updated	

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/Flood 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/flood) 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. Business Continuity plan in place Deputy Clerk able to authorise payments in usual way. Internal Auditor can offer support and Financial Administrator 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	3	4	8	The Model Publication scheme has been adopted. Requests create significant resource both in terms of staff time and budget.	1	4	4	Act in a timely manner and engage with the request before becoming formal. Monitor and assess impact of requests. In response to increased 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	Review existing procedures and create maintenance log	

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.	

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	4	4	16	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.	4	3	12	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	4	4	16	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	2	2	4	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																																																			



DRAFT
COMPLAINTS COMMITTEE
TERMS OF REFERENCE

Membership:	Mayor plus four town councillors
Non-councillor:	Independent experts are permitted – no voting rights
Quorum:	Three town councillors with voting rights
Meetings:	As required

1. Introduction

- 1.1 The Committee shall be responsible for the considering complaints under the provisions of the Town Council’s Complaints Policy and Procedure.
- 1.2 The transaction of the meeting shall be in accordance with the procedure set out in the Complaints Procedure.

2. Membership

- 2.1 The Complaints Committee shall consist of the Mayor and four Town Councillors to be elected, should a complaint be made that requires the committee to be convened.
- 2.2 Three members of the Committee shall constitute a quorum.
- 2.3 The Mayor will Chair this committee, a deputy chair will be elected at the first meeting of this committee.
- 2.4 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Complaints Committee will be filled at the next meeting of the Full Council.
- 2.5 Substitutions are not permitted.

3. Meetings

- 3.1 Meetings will be called as required.
- 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 the Town Clerk or other officer 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 except where the meeting has resolved to exclude the press and public.
- 4.3 All correspondence shall be conducted through the Town Clerk or Mayor if the complaint is regarding the Town Clerk.

5. Scope

- 5.1 To arrange for the preparation and collation of evidence
- 5.2 To follow the process as laid down in the Councils Complaints Procedure
- 5.3 To make a decision on any formal complaint made about the Town Council as a corporate body, to be announced at the subsequent Full Council meeting
- 5.4 If appropriate, to make a recommendation to the Council on any remedial action to be taken regarding any valid complaint against the council.

6. Review

- 6.1 The Complaints Committee's Terms of Reference are to be reviewed annually.

Complaints Sub-Committee

Composition

The complaints sub-committee is constituted of five members including the Mayor. The Mayor chairs the meeting. In the absence of the Mayor the Deputy Mayor will substitute.

Procedure for Complaints Sub-Committee

1. The Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. The outcome of a sub-committee decision on a complaint will be reported at the next Council meeting in public.
2. The Mayor will introduce everyone and explain the procedure.
3. The complainant or their representative will outline their grounds for complaint.
4. Members will ask any question of the complainant.
5. The Town Clerk or other officer, if appropriate, will be asked to explain the Council's approach and handling of the complaint at the previous stages.
6. Members will ask any question of the Town Clerk or other appropriate officer.
7. The Town Clerk or other appropriate officer and the complainant will be offered an opportunity of last word (in this order).
8. The Town Clerk or other appropriate officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been substantiated. (If a point of clarification is necessary, both parties are to be invited back).
9. The Town Clerk or other appropriate officer and complainant return to hear decision, or will be advised when a decision will be made.

After the Meeting

The decision will be confirmed in writing within seven working days together with details of any action to be taken. There is no further appeal process available within the council procedures.

Next full council

From Scott Trickett <scotttrickett@yahoo.co.uk>

Date Sat 2026-08-29 13:42

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>; Rebekah Cox - Hebden Royd Town Council <Rebekah.Cox@hebdenroydtowncouncil.gov.uk>

Hi Emma and Rebekah

I hope you both had good summers.

For the next full council please can we add an agenda item to discuss and agree actions regarding fly tipping on the moors above Cragg Vale. I would like the following actions from us please

- 1) More media posts around fly tipping and the consequences to offenders. Put pressure on Calderdale to do the same. We did a campaign some years ago and it definitely helped reduce it.
- 2) signage in the lay-bys also advising no fly tipping and consequences
- 3) put pressure on Calderdale to have some kind of camera detection to catch perpetrators

Many thanks

Scott

Re: Deadline for a motion for the next full council meeting

From Alex Turner - Hebden Royd Town Council <Cllr.ATurner@hebdenroydtowncouncil.gov.uk>

Date Tue 2026-09-01 07:55

To Ebony Andrews - Hebden Royd Town Council <Ebony.Andrews@hebdenroydtowncouncil.gov.uk>; Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

Hi both,

Below is a motion I'd like to put before the next full council meeting. Let me know if there's anything else you need.

Thanks
Alex

Removal of Statutory Pre-Application Consultation Requirements for Nationally Significant Infrastructure Projects

This Council notes that:

The Planning and Infrastructure Act 2025 has recently removed the statutory requirement for developers of Nationally Significant Infrastructure Projects (NSIPs) — including Calderdale Energy Park — to carry out pre-application consultation, and the duty to have regard to consultation responses.

This change took effect after Calderdale Energy Park's statutory consultation had already run. Residents and neighbouring councils engaged with that process in good faith and on the understanding it carried statutory weight, including raising formal concerns about its adequacy.

The Planning Inspectorate has now confirmed in writing, in response to queries from local campaign groups, that the extent and quality of a developer's engagement with communities is entirely at its own discretion, and plays no part in whether its application is accepted for examination.

This Council believes that:

These changes retrospectively strip the Calderdale Energy Park consultation of any real accountability, and leave residents who engaged in the process in good faith with the sense their serious concerns will now be completely ignored.

The removal of the Adequacy of Consultation Representation, and its replacement by an assessment of document quality, massively weakens the ability of communities and local authorities to object using the weight of established and statutory requirements.

This Council resolves to:

Instruct the Clerk to begin compiling a formal written record of this Council's and residents' concerns about the adequacy of Calderdale Energy Park's pre-application engagement, for submission as part of this Council's own relevant representation once the Development Consent Order application is accepted for examination.

Write to Calderdale Council urging it to compile and publish its own assessment of engagement adequacy as host authority.

Write to Josh Fenton-Glynn, Calder Valley MP, and to the Secretary of State for Housing, Communities and Local Government, setting out this Council's concerns about the impact of removing the statutory pre-application consultation requirements for NSIPs, which enables developers to wilfully ignore communities' rights to be properly informed and consulted.

From: Ebony Andrews - Hebden Royd Town Council <Ebony.Andrews@hebdenroydtowncouncil.gov.uk>

Sent: 27 August 2026 09:47

To: Alex Turner - Hebden Royd Town Council <Cllr.ATurner@hebdenroydtowncouncil.gov.uk>

Subject: Re: Deadline for a motion for the next full council meeting

Hello again,

Neither Emma nor I are in office after tomorrow until after the Bank Holiday, so if it affords you more time, there is no need to send it tomorrow as it won't be picked up until next week. Hope that helps!

Many thanks,

Ebony

Dr. Ebony Andrews (*she/her*)

Deputy Clerk | Projects & Events

My usual working days are Monday - Thursday



[Hebden Royd Town Council](#)

The Town Hall
St Georges Street
Hebden Bridge
HX7 7BY

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From: Alex Turner - Hebden Royd Town Council <Cllr.ATurner@hebdenroydtowncouncil.gov.uk>

Sent: 27 August 2026 09:44

To: Ebony Andrews - Hebden Royd Town Council <Ebony.Andrews@hebdenroydtowncouncil.gov.uk>

Subject: Re: Deadline for a motion for the next full council meeting

Thanks Ebony. I'll get it sent over today or tomorrow.

Alex

From: Ebony Andrews - Hebden Royd Town Council <Ebony.Andrews@hebdenroydtowncouncil.gov.uk>

Sent: 27 August 2026 09:42

To: Alex Turner - Hebden Royd Town Council <Cllr.ATurner@hebdenroydtowncouncil.gov.uk>

Subject: Re: Deadline for a motion for the next full council meeting

Hello Cllr. Turner,

If you can send it over by 1st September, that would be ideal, as that would allow for it to feature in the upcoming agenda pack, rather than being raised at the meeting after the pack has gone out to Cllrs.

Many thanks,

Ebony

Dr. Ebony Andrews (*she/her*)

Deputy Clerk | Projects & Events

My usual working days are Monday - Thursday



[Hebden Royd Town Council](http://www.hebdenroydtowncouncil.gov.uk)

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From: Alex Turner - Hebden Royd Town Council <Cllr.ATurner@hebdenroydtowncouncil.gov.uk>

Sent: 27 August 2026 09:38

To: Ebony Andrews - Hebden Royd Town Council <Ebony.Andrews@hebdenroydtowncouncil.gov.uk>

Subject: Deadline for a motion for the next full council meeting

Hi Ebony,

I'm drafting a motion to be added to the agenda for the next full council meeting. When is the deadline to getting that to you?

Thanks

Alex

Hebden Royd Town Council

2026/2027

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

- | | | |
|----|---|--------------------------|
| 4. | Yorkshire Day Celebrations – Goole Town Council. | Saturday, 1 August 2026 |
| 5. | Present Prizes at the Rotary Club Vintage Car Weekend - Calder Holmes Park, Hebden Bridge. | Sunday, 2 August 2026 |
| 6. | Mayor to read Mayor of Hiroshima Statement, Remembering Hiroshima and Nagasaki, Calderdale Peace and Justice CND Group – Wavy Steps, Hebden Bridge. | Saturday, 8 August 2026 |
| 7. | Open Hebden Bridge Camera Club Exhibition – Hebden Bridge Town Hall. | Saturday, 29 August 2026 |

Deputy Mayor & Consort Councillor Alex Turner and Dr Rana Khalaf

- | | | |
|----|--|-------------------------|
| 3. | Present Prizes at the Rotary Club Vintage Car Weekend – Calder Holmes Park, Hebden Bridge. | Saturday, 1 August 2026 |
|----|--|-------------------------|

**PICTURE HOUSE COMMITTEE
held MONDAY 27 JULY 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL**

PRESENT

Councillors Butterick, Fraser, Morse and Turner

Also P Berrisford – Manager of Picture House

Minutes E Green – Town Clerk

ABSENT

Councillors Harvey, Howes and Macdonald

MINUTES

26(PH)168	1. APOLOGIES FOR ABSENCE & REASONS Apologies were received from Cllrs; Howes – holiday Harvey – holiday Macdonald – CMBC meeting RESOLVED: to note the apologies and approve the reasons for absence.
26(PH)169	2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS There were no interests reported at this meeting.
26(PH)170	3. MINUTES OF THE MEETING HELD 29 JUNE & 14 JULY 2026 There were no matters arising.
26(PH)171	4. TERMS OF REFERENCE RESOLVED: To note the Terms of Reference as approved.
26(PH)172	5. FRIENDS OF THE PICTURE HOUSE There was no report

26(PH)173	6. MANAGERS REPORT It was reported that the month of July saw an improvement on last year, though still tracking down on the year to date. However, cash flow remains strong with a number of titles on presale. Special interest screenings continue to be popular. The introduction of the Popcorn Passport for the summer holidays was shared. RESOLVED: to note the information
26(PH)174	7. FINANCIAL REPORT The forecast was reviewed. RESOLVED: note the information and to change the format of the Cumulative Analysis to remove pre-covid columns.
26(PH)175	8. IT UPGRADE The costs and implications of the IT upgrade and move to Microsoft 365 was considered. RESOLVED: At the current time, to upgrade only the hardware, approving £1500, with further reviews to be undertaken as part of the funded works.
26(PH)176	9. A HERITAGE FIT FOR THE FUTURE The start-up meeting with the National Lottery Heritage Fund will take place on Tuesday 11 August at 11am. All committee councillors are welcome to attend.
26(PH)177	10. 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 8:20pm.

**MEETING OF THE FULL COUNCIL
held MONDAY 3 August 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL**

PRESENT

Councillors Woodhead (Chair), Boden, Boggis, Borrows, Butterick, Cammack, Fraser, Guilfoyle, Hedges, Hoyle, Morse, Ottaway, Parry, Trickett and Turner.

Minutes Deputy Town Clerk - E Andrews

ABSENT

Councillors Harvey, Macdonald and Howes

MINUTES

26(FC)178	1. PUBLIC QUESTION TIME. There were no questions raised at this meeting.
26(FC)179	2. APOLOGIES AND REASONS FOR ABSENCE. Apologies were received from Cllr Harvey - holiday Cllr Howes – holiday Cllr Macdonald – family funeral. RESOLVED: to note the apologies and approve the reasons for absence
26(FC)180	3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS. Cllr Boden declared they are acquainted with the owners of the property discussed under agenda point 4b. No other members reported interests at this meeting.
26(FC)181	4. PLANNING APPLICATIONS a. Application 20/01224/FUL at Linden Works, Linden Road, Hebden Bridge for Conversion of part of mill to form 18 apartments. (West End ward).

	It was raised that the most recent application doesn't thoroughly satisfy the questions and issues raised in the original submission. RESOLVED: Recommend refusal on the grounds of construction access, lack of detail on permissions relating to the use of an unadopted road, increasing congestion in a densely populated area, traffic control, lack of information on sewerage and surface water drainage, and loss of a valuable community arts space, among others. b. Application 26/00432/HSE at Hillside, Savile Road, Hebden Bridge, HX7 6ND for Link extension between house to garage. (Part Retrospective). (West End ward). RESOLVED: No Objection c. Application 26/00616/LBC at The Lodge, Church Bank Lane, Cragg Vale, HX7 5TF for Application to regularise completed works - roof repairs and insulation (Listed Building Consent). (Cragg Vale). RESOLVED: No Objection d. Application 26/20051/TPO at 5 Longfellow Court, Mytholmroyd, HX7 5LG for Fell one tree (Tree Preservation Order). (Cragg Vale). RESOLVED: No Objection RESOLVED: 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)182	5. APPLICATIONS FOR PLANNING PERMISSION <u>GRANTED</u> BY CALDERDALE MBC RESOLVED: To note for information
26(FC)183	6. HRTC & HBPH STATEMENT OF ACCOUNT

RESOLVED: To note the Statement of Account.

Date: 31/07/2026
Time: 10:10:11

HEBDEN BRIDGE PICTURE HOUSE Statement of Account

Page: 1

From: Month 1, April 2026
To: Month 1, April 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	27,146.49	62.52	32,133.33	(4,986.84)	27,146.49	62.52	32,133.33	(4,986.84)
Kiosk Sales - Food & Beverages	9,711.52	22.37	11,306.67	(1,595.15)	9,711.52	22.37	11,306.67	(1,595.15)
Memberships	1,352.00	3.11	875.00	477.00	1,352.00	3.11	875.00	477.00
Private Hire & parties	126.96	0.29	1,666.67	(1,539.71)	126.96	0.29	1,666.67	(1,539.71)
Shop Rentals	2,578.40	5.94	1,335.00	1,243.40	2,578.40	5.94	1,335.00	1,243.40
Screen Advertising	1,382.94	3.18	800.00	582.94	1,382.94	3.18	800.00	582.94
Donations received	126.00	0.29	83.33	42.67	126.00	0.29	83.33	42.67
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	2,249.50	(2,249.50)
Gift Vouchers sold	997.35	2.30	500.00	497.35	997.35	2.30	500.00	497.35
Bank Interest Received	0.00	0.00	83.33	(83.33)	0.00	0.00	83.33	(83.33)
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	4.17	(4.17)
	43,421.66	100.00	51,037.00	(7,615.34)	43,421.66	100.00	51,037.00	(7,615.34)
Direct Costs								
Royalties	5,163.67	11.89	13,020.00	7,856.33	5,163.67	11.89	13,020.00	7,856.33
Kiosk supplies - Food & Beverages	4,088.49	9.42	4,183.47	94.98	4,088.49	9.42	4,183.47	94.98
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	41.67	41.67
Repairs, Alterations & Maintenance	783.13	1.80	916.67	133.54	783.13	1.80	916.67	133.54
	10,035.29	23.11	18,161.81	8,126.52	10,035.29	23.11	18,161.81	8,126.52
Running Costs								
Energy	943.79	2.17	1,333.33	389.54	943.79	2.17	1,333.33	389.54
Water	0.00	0.00	339.50	339.50	0.00	0.00	339.50	339.50
Waste & recycling	716.61	1.65	216.67	(499.94)	716.61	1.65	216.67	(499.94)
Cleaning Materials & equipment	396.38	0.91	300.00	(96.38)	396.38	0.91	300.00	(96.38)
Projection Equipment	331.38	0.76	83.33	(248.05)	331.38	0.76	83.33	(248.05)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	41.67	41.67
Buildings Insurance	0.00	0.00	700.00	700.00	0.00	0.00	700.00	700.00
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Office Expenses	1,707.27	3.93	166.67	(1,540.60)	1,707.27	3.93	166.67	(1,540.60)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	16.67	16.67
PRS & PPL Licenses	367.02	0.85	191.67	(175.35)	367.02	0.85	191.67	(175.35)
Training	0.00	0.00	125.00	125.00	0.00	0.00	125.00	125.00
Bank Charges	27.65	0.06	166.67	139.02	27.65	0.06	166.67	139.02
Box Office Oscar	367.05	0.85	916.67	549.62	367.05	0.85	916.67	549.62
Screen 2 Development stage	0.00	0.00	2,249.50	2,249.50	0.00	0.00	2,249.50	2,249.50
	4,857.15	11.19	6,947.35	2,090.20	4,857.15	11.19	6,947.35	2,090.20
Gross Profit/(Loss):	28,529.22	65.70	25,927.84	2,601.38	28,529.22	65.70	25,927.84	2,601.38
Staff Costs								
Staff Costs	22,541.68	51.91	27,827.03	5,285.35	22,541.68	51.91	27,827.03	5,285.35
	22,541.68	51.91	27,827.03	5,285.35	22,541.68	51.91	27,827.03	5,285.35
Net Profit/(Loss):	5,987.54	13.79	(1,899.19)	7,886.73	5,987.54	13.79	(1,899.19)	7,886.73

Date: 31/07/2026
Time: 09:59:13

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 1, April 2026
To: Month 1, April 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	524,013.00	98.49	524,013.00	0.00	524,013.00	98.49	524,013.00	0.00
Hanging Baskets	5,540.00	1.04	0.00	5,540.00	5,540.00	1.04	0.00	5,540.00
Allotments	2,060.00	0.39	0.00	2,060.00	2,060.00	0.39	0.00	2,060.00
Projects & Events Income	436.48	0.08	0.00	436.48	436.48	0.08	0.00	436.48
	532,049.48	100.00	524,013.00	8,036.48	532,049.48	100.00	524,013.00	8,036.48
Committees, Projects and Awards								
Awards Service to the community	100.00	0.02	250.00	150.00	100.00	0.02	250.00	150.00
Community Funding	9,500.00	1.79	0.00	(9,500.00)	9,500.00	1.79	0.00	(9,500.00)
LE & CE Land & Biodiversity	116.77	0.02	740.75	623.98	116.77	0.02	740.75	623.98
LE & CE Environmental Projects	525.00	0.10	0.00	(525.00)	525.00	0.10	0.00	(525.00)
LE & CE Allotments	37.21	0.01	0.00	(37.21)	37.21	0.01	0.00	(37.21)
P & E Xmas Events	11,499.54	2.16	10,000.00	(1,499.54)	11,499.54	2.16	10,000.00	(1,499.54)
P & E Happy Hounds	220.10	0.04	2,000.00	1,779.90	220.10	0.04	2,000.00	1,779.90
P & E New Projects	76.50	0.01	0.00	(76.50)	76.50	0.01	0.00	(76.50)
P & E Xmas Lights	0.00	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	20,000.00
	22,075.12	4.15	32,990.75	10,915.63	22,075.12	4.15	32,990.75	10,915.63
Gross Profit/(Loss):	509,974.36	95.85	491,022.25	18,952.11	509,974.36	95.85	491,022.25	18,952.11
Administration								
Salaries	16,689.42	3.14	21,187.00	4,497.58	16,689.42	3.14	21,187.00	4,497.58
HR Support	580.18	0.11	576.75	(3.43)	580.18	0.11	576.75	(3.43)
Office Expenditure	5,839.18	1.10	0.00	(5,839.18)	5,839.18	1.10	0.00	(5,839.18)
Website	660.00	0.12	208.33	(451.67)	660.00	0.12	208.33	(451.67)
Public Liability Insurance	4,480.01	0.84	0.00	(4,480.01)	4,480.01	0.84	0.00	(4,480.01)
Subscriptions	1,645.49	0.31	0.00	(1,645.49)	1,645.49	0.31	0.00	(1,645.49)
Stripe Fees	50.49	0.01	0.00	(50.49)	50.49	0.01	0.00	(50.49)
Clocks	238.65	0.04	0.00	(238.65)	238.65	0.04	0.00	(238.65)
Mayors Allowance	250.00	0.05	0.00	(250.00)	250.00	0.05	0.00	(250.00)
Disability Access Forum	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Accounts Support	169.00	0.03	208.33	39.33	169.00	0.03	208.33	39.33
Legal & Professional services	1,995.00	0.37	900.00	(1,095.00)	1,995.00	0.37	900.00	(1,095.00)
Screen 2	0.00	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	20,000.00
	32,597.42	6.13	43,130.41	10,532.99	32,597.42	6.13	43,130.41	10,532.99
Net Profit/(Loss):	477,376.94	89.72	447,891.84	29,485.10	477,376.94	89.72	447,891.84	29,485.10

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Time: 10:10:52

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

From: Month 2, May 2026
To: Month 2, May 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	26,139.92	58.79	32,133.33	(5,993.41)	53,286.41	60.63	64,266.66	(10,980.25)
Kiosk Sales - Food & Beverages	10,798.83	24.29	11,306.67	(507.84)	20,510.35	23.34	22,613.34	(2,102.99)
Memberships	1,182.00	2.66	875.00	307.00	2,534.00	2.88	1,750.00	784.00
Private Hire & parties	3,090.00	6.95	1,666.67	1,423.33	3,333.34	3.66	3,333.34	(116.38)
Shop Rentals	715.00	1.61	1,335.00	(620.00)	3,293.40	3.75	2,670.00	623.40
Screen Advertising	1,269.65	2.86	800.00	469.65	2,652.59	3.02	1,600.00	1,052.59
Donations received	166.60	0.37	83.33	83.27	292.60	0.33	166.66	125.94
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	4,499.00	(4,499.00)
Gift Vouchers sold	1,097.84	2.47	500.00	597.84	2,095.19	2.38	1,000.00	1,095.19
Bank Interest Received	0.00	0.00	83.33	(83.33)	0.00	0.00	166.66	(166.66)
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	8.34	(8.34)
	44,459.84	100.00	51,037.00	(6,577.16)	87,881.50	100.00	102,074.00	(14,192.50)
Direct Costs								
Royalties	9,975.82	22.44	13,020.00	3,044.18	15,139.49	17.23	26,040.00	10,900.51
Kiosk supplies - Food & Beverages	3,821.45	8.60	4,183.47	362.02	7,909.94	9.00	8,366.94	457.00
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	83.34	83.34
Repairs, Alterations & Maintenance	14.70	0.03	916.67	901.97	797.83	0.91	1,833.34	1,035.51
	13,811.97	31.07	18,161.81	4,349.84	23,847.26	27.14	36,323.62	12,476.36
Running Costs								
Energy	3,757.00	8.45	1,333.33	(2,423.67)	4,700.79	5.35	2,666.66	(2,034.13)
Water	0.00	0.00	339.50	339.50	0.00	0.00	679.00	679.00
Waste & recycling	0.00	0.00	216.67	216.67	716.61	0.82	433.34	(283.27)
Cleaning Materials & equipment	145.45	0.33	300.00	154.55	541.83	0.62	600.00	58.17
Projection Equipment	10.83	0.02	83.33	72.50	342.21	0.39	166.66	(175.55)
Screen 2 Project	500.00	1.12	0.00	(500.00)	500.00	0.57	0.00	(500.00)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	83.34	83.34
Buildings Insurance	0.00	0.00	700.00	700.00	0.00	0.00	1,400.00	1,400.00
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	200.00	200.00
Office Expenses	765.72	1.72	166.67	(599.05)	2,472.99	2.81	333.34	(2,139.65)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	33.34	33.34
PRS & PPL Licenses	0.00	0.00	191.67	191.67	367.02	0.42	383.34	16.32
Training	652.85	1.47	125.00	(527.85)	652.85	0.74	250.00	(402.85)
Bank Charges	68.13	0.15	166.67	98.54	95.78	0.11	333.34	237.56
Box Office Oscar	382.72	0.86	916.67	533.95	749.77	0.85	1,833.34	1,083.57
Screen 2 Development stage	0.00	0.00	2,249.50	2,249.50	0.00	0.00	4,499.00	4,499.00
	6,282.70	14.13	6,947.35	664.65	11,139.85	12.68	13,894.70	2,754.85
Gross Profit/(Loss):	24,365.17	54.80	25,927.84	(1,562.67)	52,894.39	60.19	51,855.68	1,038.71
Staff Costs								
Staff Costs	31,119.50	69.99	27,827.03	(3,292.47)	53,661.18	61.06	55,654.06	1,992.88
	31,119.50	69.99	27,827.03	(3,292.47)	53,661.18	61.06	55,654.06	1,992.88
Net Profit/(Loss):	(6,754.33)	(15.19)	(1,899.19)	(4,855.14)	(766.79)	(0.87)	(3,798.38)	3,031.59

Date: 31/07/2026
Time: 10:01:16

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 2, May 2026
To: Month 2, May 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Precept	0.00	0.00	0.00	0.00	524,013.00	94.01	524,013.00	0.00
Station Road Car Park	24,967.17	98.47	0.00	24,967.17	24,967.17	4.48	0.00	24,967.17
Hanging Baskets	350.00	1.38	3,870.00	(3,520.00)	5,890.00	1.06	3,870.00	2,020.00
Allotments	25.00	0.10	1,000.00	(975.00)	2,085.00	0.37	1,000.00	1,085.00
Projects & Events Income	12.50	0.05	0.00	12.50	448.98	0.08	0.00	448.98
	25,354.67	100.00	4,870.00	20,484.67	557,404.15	100.00	528,883.00	28,521.15
Committes, Projects and Awards								
Awards Service to the community	234.00	0.92	0.00	(234.00)	334.00	0.06	250.00	(84.00)
Community Funding	0.00	0.00	11,667.00	11,667.00	9,500.00	1.70	11,667.00	2,167.00
LE & CE Land & Biodiversity	189.00	0.75	740.75	551.75	305.77	0.05	1,481.50	1,175.73
LE & CE Environmental Projects	494.10	1.95	0.00	(494.10)	1,019.10	0.18	0.00	(1,019.10)
LE & CE Allotments	194.63	0.77	0.00	(194.63)	231.84	0.04	0.00	(231.84)
P & E Xmas Events	0.00	0.00	0.00	0.00	11,499.54	2.06	10,000.00	(1,499.54)
P & E Happy Hounds	388.33	1.53	0.00	(388.33)	608.43	0.11	2,000.00	1,391.57
P & E New Projects	190.00	0.75	0.00	(190.00)	266.50	0.05	0.00	(266.50)
P & E Dog Waster Provision	828.00	3.27	0.00	(828.00)	828.00	0.15	0.00	(828.00)
P & E Xmas Lights	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Twinning	1,335.00	5.27	0.00	(1,335.00)	1,335.00	0.24	0.00	(1,335.00)
	3,853.06	15.20	12,407.75	8,554.69	25,928.18	4.65	45,398.50	19,470.32
Gross Profit/(Loss):	21,501.61	84.80	(7,537.75)	29,039.36	531,475.97	95.35	483,484.50	47,991.47
Administration								
Salaries	19,978.03	78.79	21,187.00	1,208.97	36,667.45	6.58	42,374.00	5,706.55
HR Support	3,495.36	13.79	576.75	(2,918.61)	4,075.54	0.73	1,153.50	(2,922.04)
Office Expenditure	1,021.24	4.03	1,000.00	(21.24)	6,860.42	1.23	1,000.00	(5,860.42)
Website	0.00	0.00	208.33	208.33	660.00	0.12	416.66	(243.34)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,480.01	0.80	0.00	(4,480.01)
Subscriptions	0.00	0.00	0.00	0.00	1,645.49	0.30	0.00	(1,645.49)
Stripe Fees	13.18	0.05	0.00	(13.18)	63.67	0.01	0.00	(63.67)
Clocks	170.00	0.67	0.00	(170.00)	408.65	0.07	0.00	(408.65)
Mayors Allowance	158.33	0.62	0.00	(158.33)	408.33	0.07	0.00	(408.33)
Hospitality	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Accounts Support	169.00	0.67	208.33	39.33	338.00	0.06	416.66	78.66
Legal & Professional services	0.00	0.00	900.00	900.00	1,995.00	0.36	1,800.00	(195.00)
Screen 2	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	25,005.14	98.62	24,180.41	(824.73)	57,602.56	10.33	67,310.82	9,708.26
Net Profit/(Loss):	(3,503.53)	(13.82)	(31,718.16)	28,214.63	473,873.41	85.01	416,173.68	57,699.73

Date: 31/07/2026

Time: 10:11:28

HEBDEN BRIDGE PICTURE HOUSE

Page: 1

Statement of Account

From: Month 3, June 2026

To: Month 3, June 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	17,980.62	68.75	32,133.33	(14,152.71)	71,267.03	62.50	96,399.99	(25,132.96)
Kiosk Sales - Food & Beverages	6,263.60	23.95	11,306.67	(5,043.07)	26,773.95	23.48	33,920.01	(7,146.06)
Kiosk Sales - Merchandise	45.83	0.18	0.00	45.83	45.83	0.04	0.00	45.83
Memberships	1,000.00	3.82	875.00	125.00	3,534.00	3.10	2,625.00	909.00
Private Hire & parties	437.50	1.67	1,666.67	(1,229.17)	3,654.46	3.20	5,000.01	(1,345.55)
Shop Rentals	715.00	2.73	1,335.00	(620.00)	4,008.40	3.52	4,005.00	3.40
Screen Advertising	0.00	0.00	800.00	(800.00)	2,652.59	2.33	2,400.00	252.59
Donations received	393.03	1.50	83.33	309.70	685.63	0.60	249.99	435.64
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	6,748.50	(6,748.50)
Gift Vouchers sold	(681.19)	(2.60)	500.00	(1,181.19)	1,414.00	1.24	1,500.00	(86.00)
Bank Interest Received	0.00	0.00	83.33	(83.33)	0.00	0.00	249.99	(249.99)
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	12.51	(12.51)
	26,154.39	100.00	51,037.00	(24,882.61)	114,035.89	100.00	153,111.00	(39,075.11)
Direct Costs								
Royalties	6,300.12	24.09	13,020.00	6,719.88	21,439.61	18.80	39,060.00	17,620.39
Kiosk supplies - Food & Beverages	1,751.96	6.70	4,183.47	2,431.51	9,661.90	8.47	12,550.41	2,888.51
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	125.01	125.01
Repairs, Alterations & Maintenance	275.28	1.05	916.67	641.39	1,073.11	0.94	2,750.01	1,676.90
	8,327.36	31.84	18,161.81	9,834.45	32,174.62	28.21	54,485.43	22,310.81
Running Costs								
Energy	1,555.08	5.95	1,333.33	(221.75)	6,255.87	5.49	3,999.99	(2,255.88)
Water	0.00	0.00	339.50	339.50	0.00	0.00	1,018.50	1,018.50
Waste & recycling	662.61	2.53	216.67	(445.94)	1,379.22	1.21	650.01	(729.21)
Cleaning Materials & equipment	366.57	1.40	300.00	(66.57)	908.40	0.80	900.00	(8.40)
Projection Equipment	10.83	0.04	83.33	72.50	353.04	0.31	249.99	(103.05)
Screen 2 Project	106.44	0.41	0.00	(106.44)	606.44	0.53	0.00	(606.44)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	125.01	125.01
Buildings Insurance	0.00	0.00	700.00	700.00	0.00	0.00	2,100.00	2,100.00
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	300.00	300.00
Office Expenses	636.67	2.43	166.67	(470.00)	3,109.66	2.73	500.01	(2,609.65)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	50.01	50.01
PRS & PPL Licenses	0.00	0.00	191.67	191.67	367.02	0.32	575.01	207.99
Training	195.00	0.75	125.00	(70.00)	847.85	0.74	375.00	(472.85)
Bank Charges	49.93	0.19	166.67	116.74	145.71	0.13	500.01	354.30
Box Office Oscar	980.78	3.75	916.67	(64.11)	1,730.55	1.52	2,750.01	1,019.46
Screen 2 Development stage	0.00	0.00	2,249.50	2,249.50	0.00	0.00	6,748.50	6,748.50
	4,563.91	17.45	6,947.35	2,383.44	15,703.76	13.77	20,842.05	5,138.29
Gross Profit/(Loss):	13,263.12	50.71	25,927.84	(12,664.72)	66,157.51	58.01	77,783.52	(11,626.01)
Staff Costs								
Staff Costs	28,416.77	108.65	27,827.03	(589.74)	82,077.95	71.98	83,481.09	1,403.14
	28,416.77	108.65	27,827.03	(589.74)	82,077.95	71.98	83,481.09	1,403.14
Net Profit/(Loss):	(15,153.65)	(57.94)	(1,899.19)	(13,254.46)	(15,920.44)	(13.96)	(5,697.57)	(10,222.87)

Date: 31/07/2026
Time: 10:02:07

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 3, June 2026
To: Month 3, June 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	524,013.00	94.00	524,013.00	0.00
Station Road Car Park	0.00	0.00	15,000.00	(15,000.00)	24,967.17	4.48	15,000.00	9,967.17
Hanging Baskets	50.00	100.00	3,870.00	(3,820.00)	5,940.00	1.07	7,740.00	(1,800.00)
Allotments	0.00	0.00	1,000.00	(1,000.00)	2,085.00	0.37	2,000.00	85.00
Projects & Events Income	0.00	0.00	0.00	0.00	448.98	0.08	0.00	448.98
	50.00	100.00	19,870.00	(19,820.00)	557,454.15	100.00	548,753.00	8,701.15
Committes, Projects and Awards								
Awards Service to the community	0.00	0.00	0.00	0.00	334.00	0.06	250.00	(84.00)
Community Funding	5,000.00	10,000.00	0.00	(5,000.00)	14,500.00	2.60	11,667.00	(2,833.00)
LE & CE Land & Biodiversity	815.00	1,630.00	740.75	(74.25)	1,120.77	0.20	2,222.25	1,101.48
LE & CE Environmental Projects	9,036.10	18,072.20	1,000.00	(8,036.10)	10,055.20	1.80	1,000.00	(9,055.20)
LE & CE Allotments	217.67	435.34	670.00	452.33	449.51	0.08	670.00	220.49
LE & CE Van	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
P & E Xmas Events	0.00	0.00	0.00	0.00	11,499.54	2.06	10,000.00	(1,499.54)
P & E Happy Hounds	0.00	0.00	0.00	0.00	608.43	0.11	2,000.00	1,391.57
P & E New Projects	0.00	0.00	1,000.00	1,000.00	266.50	0.05	1,000.00	733.50
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	828.00	0.15	0.00	(828.00)
P & E Xmas Lights	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Twinning	421.65	843.30	2,000.00	1,578.35	1,756.65	0.32	2,000.00	243.35
	15,490.42	30,980.84	5,910.75	(9,579.67)	41,418.60	7.43	51,309.25	9,890.65
Gross Profit/(Loss):	(15,440.42)	(30,880.84)	13,959.25	(29,399.67)	516,035.55	92.57	497,443.75	18,591.80
Administration								
Salaries	20,655.90	41,311.80	21,187.00	531.10	57,323.35	10.28	63,561.00	6,237.65
HR Support	0.00	0.00	576.75	576.75	4,075.54	0.73	1,730.25	(2,345.29)
Courses & Training	0.00	0.00	1,600.00	1,600.00	0.00	0.00	1,600.00	1,600.00
Office Expenditure	808.57	1,617.14	1,000.00	191.43	7,668.99	1.38	2,000.00	(5,668.99)
Website	0.00	0.00	208.33	208.33	660.00	0.12	624.99	(35.01)
Public Liability Insurance	300.97	601.94	4,500.00	4,199.03	4,780.98	0.86	4,500.00	(280.98)
Subscriptions	1,365.00	2,730.00	0.00	(1,365.00)	3,010.49	0.54	0.00	(3,010.49)
Stripe Fees	0.00	0.00	0.00	0.00	63.67	0.01	0.00	(63.67)
Clocks	0.00	0.00	250.00	250.00	408.65	0.07	250.00	(158.65)
Mayors Allowance	1,811.53	3,623.06	0.00	(1,811.53)	2,219.86	0.40	0.00	(2,219.86)
Hospitality	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Accounts Support	169.00	338.00	208.33	39.33	507.00	0.09	624.99	117.99
Legal & Professional services	0.00	0.00	900.00	900.00	1,995.00	0.36	2,700.00	705.00
Screen 2	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	25,110.97	50,221.94	30,430.41	5,319.44	82,713.53	14.84	97,741.23	15,027.70
Net Profit/(Loss):	(40,551.39)	(81,102.78)	(16,471.16)	(24,080.23)	433,322.02	77.73	399,702.52	33,619.50

26(FC)184

7. HRTC & HBPH BANK RECONCILIATION
RESOLVED: To note the Bank Reconciliation.

26(FC)185

8. HRTC & HBPH PAYMENT SCHEDULE
RESOLVED: to authorise payments totaling £30,321.96.

Payment and Receipt Schedule
03/08/2026

Hebden Bridge Picture House

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Cleaning Supplies	INVKEI-91403	£ 142.74	BACS
b	Calderdale Council	Insurance	IN26080774	£ 8,705.76	BACS
c	Eden Farm	Kiosk	595247	£ 266.16	BACS
d	JL Brooks	Kiosk	691241	£ 119.81	BACS
e	JL Brooks	Kiosk	693295	£ 158.19	BACS
f	JL Brooks	Kiosk	693294	£ 245.41	BACS
g	Just Jennys	Kiosk	8701	£ 117.60	BACS
h	Just Jennys	Kiosk	8722	£ 175.20	BACS
i	Leodis	Kiosk	INV-23009	£ 259.02	BACS
j	Matthew Clark	Kiosk	4359770	£ 421.62	BACS
k	Suma	Kiosk	A86456	£ 216.45	BACS
l	The Buttercup Bakery	Kiosk	No368	£ 85.60	BACS
m	The Buttercup Bakery	Kiosk	No369	£ 108.80	BACS
n	The Buttercup Bakery	Kiosk	No370	£ 76.60	BACS
o	The Buttercup Bakery	Kiosk	No371	£ 85.60	BACS
p	Vocation Brewery	Kiosk	181738	£ 116.45	BACS
q	Yorkshire Vice-Cream	Kiosk	PH1028	£ 100.00	BACS
r	Yummycomb	Kiosk	INV-0957	£ 113.48	BACS
s	GB Air Control	Maintenance	61769	£ 230.40	BACS
t	Happy Valley Pride	Marketing	Inv-142	£ 85.00	BACS
u	Print Bureau	Marketing	PB9613	£ 294.00	BACS
v	Print Bureau	Marketing	PB9625	£ 12.00	BACS
w	Print Bureau	Marketing	PB9652	£ 72.00	BACS
x	Print Bureau	Marketing	PB9642	£ 25.00	BACS
y	Print Bureau	Marketing	PB9672	£ 24.00	BACS
z	Savoy Systems	Oscar	C-0726-34	£ 523.06	BACS
aa	Altitude	Royalties	1193	£ 120.00	BACS
bb	Arrow	Royalties	PSI0126207	£ 120.00	BACS
cc	Bulldog	Royalties	1123	£ 120.00	BACS
dd	Curzon	Royalties	11425	£ 120.00	BACS
ee	Metfilm	Royalties	INV-3049	£ 130.20	BACS
ff	Park Circus	Royalties	1504120	£ 219.10	BACS
gg	Park Circus	Royalties	1506512	£ 174.00	BACS
hh	Universal	Royalties	22314831142-1	£ 1,406.51	BACS
ii	Universal	Royalties	22314831127-1	£ 3.00	BACS
jj	Vertigo	Royalties	SI015366	£ 144.00	BACS
kk	Verve Pictures	Royalties	8500	£ 142.45	BACS
ll	Vue	Royalties	2002938	£ 187.60	BACS
mm	Vue	Royalties	2002942	£ 55.66	BACS
nn	Vue	Royalties	2002784	£ 24.50	BACS
oo	Vue	Royalties	2003240	£ 157.85	BACS

£ 15,904.82

Direct Debits

Item no:	Payee	Details	Invoice No	Amount
a	FDMS	Box Office	12/06/26	£ 162.66 DD
b	FDMS	Box Office	12/06/26	£ 179.36 DD
c	Apple	Office	07/04/26	£ 0.99 DD
d	Croft	Office	92027	£ 217.82 DD
e	Spotify	Office	29/04/26	£ 12.99 DD
f	Spotify	Office	29/05/26	£ 12.99 DD
g	Spotify	Office	29/06/26	£ 12.99 DD
h	Clover	Oscar	16/06/26	£ 50.40 DD
i	Crown Gas	Utilities	4021538	£ 273.11 DD
j	Crown Gas	Utilities	231154	£ 1,077.48 DD
k	Crown Gas	Utilities	252486	£ 986.54 DD
l	Crown Gas	Utilities	207500	£ 920.45 DD

£ 3,907.78

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount
a	Amazon	Cleaning Supplies	GB606M4PG5RLF1	£ 35.11 <i>Card</i>
b	Matthew Clark	Kiosk	4260030	£ 424.06 <i>BACS</i>
c	Amazon	Office	GB64XFU4ABEI	£ 16.99 <i>Card</i>
d	Ben Gwilliam	Office	10.06.26	£ 12.90 <i>BACS</i>
e	Nativespace	Office	392871	£ 80.26 <i>Card</i>
f	UK Cinema Ass	Office	07/05/26	£ 185.00 <i>Card</i>
g	Post Office	Petty Cash	22/07/26	£ 197.41 <i>Card</i>
h	Post Office	Post	08/06/26	£ 1.80 <i>Card</i>
i	Post Office	Petty Cash	18/06/26	£ 191.26 <i>Card</i>
j	PPL	PRS	SIN3410381	£ 1,544.10 <i>BACS</i>
k	UK Cinema Ass	PRS	INV-5158	£ 210.00 <i>BACS</i>
l	Sony	Royalties	1712566-1	£ 120.00 <i>BACS</i>
m	Studiocanal	Royalties	60259681	£ 125.82 <i>BACS</i>
n	Universal	Royalties	22314828919-1	£ 537.50 <i>BACS</i>
o	BFI	Training	11/06/26	£ 75.00 <i>Card</i>
p	Hotel Ibis	Training	11/05/26	£ 316.71 <i>Card</i>
q	McDonalds	Training	13/05/26	£ 10.78 <i>Card</i>
r	Sectfrog	Training	11/05/26	£ 28.00 <i>Card</i>
s	Sectfrog	Training	13/05/26	£ 22.00 <i>Card</i>
t	Trainline	Training	08/05/26	£ 108.80 <i>Card</i>
u	Uber	Training	12/05/26	£ 10.95 <i>Card</i>
v	Uber	Training	14/05/26	£ 23.39 <i>Card</i>

£ 4,277.84

PAYMENTS

£ 24,090.44

Authorised by			
Councillor	Councillor	Clerk	Date

Concerning the motion presented by Cllr Borrows to the Council, the Chair proposed the following procedural deferral, advising that recommendations had been sought from the Monitoring Officer owing to the confidential nature of the matter.

The following statement from the Monitoring Officer was read to the council:

The motion proposed by Cllr Borrows under item 10 of the agenda is highly inappropriate to be considered in a Full Council meeting as it is ostensibly seeking to deal with matters that are more properly dealt with in a private committee, therefore in the interest of all parties concerned I propose this be moved to be considered by the Staffing Committee.

Further to the Monitoring Officers recommendation Cllr Woodhead proposed that the matter be considered by the Staffing Committee.

A heightened discussion took place with contributions from the Mayor, Cllrs Boden and Borrows, with Cllr Trickett requesting that a calm and measured approach to proceedings would be more favorable.

At 7:49pm, Cllr Woodhead called for order. The chair reordered the agenda to consider item 20 to exclude members of the public and press, under the Public Bodies (Admissions to Meetings) Act 1960 during which items of a confidential nature were considered.

Cllr Boden requested a recorded vote.

For: Cllrs. Woodhead, Boggis, Butterick, Fraser, Guilfoyle, Hedges, Hoyle, Morse, Parry, and Turner.

Against: Cllrs. Boden and Borrows

Abstained: Cllrs. Ottaway and Trickett, Cammack

RESOLVED: To exclude members of the public and press, under the Public Bodies (Admissions to Meetings) Act 1960 for the remainder of this item, during which items of a confidential nature were considered.

Cllr Woodhead restated his motion that Cllr Borrows motion be taken to be considered by the Staffing Committee.

Cllr Boden requested a recorded vote.

	For: Cllrs. Woodhead, Boggis, Butterick, Fraser, Guilfoyle, Hedges, Hoyle, Morse, Parry, and Turner. Against: Cllrs. Boden, Borrowes and Trickett Abstained: Cllrs. Ottaway and Cammack RESOLVED: The motion raised by Cllr Borrowes will be considered by the Staffing Committee. <i>7:58pm Cllr. Boden vacated the room.</i>
26(FC)188	11. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT Cllrs Woodhead & Turner reported on the activities of the Mayor & Deputy Mayor: The Mayor reported on the success of his consort, 8-year-old Winnie, for cycling alongside him on a grueling 60-mile bike ride in aid of Calder Valley Search and Rescue, the Mayor's chosen charity for 25-26. Winnie raised well over £3,000 for the cause, with the pair cycling from Mytholmroyd to Manchester and back in just 10.5 hours. Winnie and the Mayor featured in a Calder Valley Radio interview last month reflecting on their experience. Cllrs were complementary on Winnie's effort, stamina and commitment to raising funds for the local rescue team. On 1st August, the Mayor, Cllr Woodhead reported on attending Yorkshire Society's Yorkshire Day Civic Celebration, hosted this year by Goole Town Council which was very enjoyable. The same day, Deputy Mayor, Cllr Turner, attended Hebden Bridge Vintage Weekend, and Steampunk Weekend, stating it was good to see Calder Holmes Park and the town more broadly, busy and bustling with life. This was reinforced by Cllr Woodhead, who also attended the Vintage Weekend the following day (2nd Aug) to join the activities and give thanks to the Rotary Club of Hebden Bridge for their efforts. RESOLVED: To note for information.
26(FC)189	12. MINUTES OF THE TOWN COUNCIL held 6 JULY 2026 RESOLVED: To approve the minutes as a correct record, with a minor amend to title, the meeting was held in the Council Chamber rather than the Greenwood Room as stated.
26(FC)190	13. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 13 JULY 2026 The Chair raised a Motion requesting the Council's approval of

	moving to a new accounting system, and to adopt the recently updated Committee Terms of Reference. RESOLVED: Cllrs approved the recommendation to move to a new accounting system (<i>Scribe</i>) and to adopt the updated Terms of Reference for the Committee.
26(FC)191	14. MINUTES OF THE PICTURE HOUSE COMMITTEE (CPS) held 14 JULY 2026 RESOLVED: To note for information.
26(FC)192	15. MINUTES OF THE COMMUNITY FUNDING COMMITTEE (CPS) held 20 JULY 2026 RESOLVED: To note for information, with the addition under <i>Apologies</i> that Cllr Tuner acted as substitute for Cllr Fraser.
26(FC)193	16. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 20 JULY 2026 RESOLVED: To note for information, with the addition under <i>Apologies</i> that Cllr Tuner acted as substitute for Cllr Fraser.
26(FC)194	17. MINUTES OF THE PROJECT & EVENTS COMMITTEE (CPS) held 22 JULY 2026 RESOLVED: To note for information.
26(FC)195	18. WORKING GROUPS RESOLVED: There were no reports from Working Groups at the meeting.
26(FC)196	19. REPRESENTATIVES TO OUTSIDE BODIES Cllr Hedges reported on the Patient Participation Group (PPG). The group are keen to recruit additional members, especially younger people to ensure the group is more representative. The group is therefore working on a survey, to be distributed among the public with a particular focus on young people, to seek further information from these target groups. The Practice Manager provided an update on developments and issues arising. Cllr. Hedges, mentioned that one notable point related to the proposal of the Practice Mangers moving from Grange Dene, Mytholmroyd, to Todmorden Health Centre, which may disrupt regular access to current patients. The PPG are considering writing to object to the proposal.

	Cllr Hedges was pleased to report that the Group Practice achieved 4th place in Calderdale in the National GP Survey, with staff retention at the Practice also currently being maintained. RESOLVED: To note for information.
26(FC)197	20. EXCLUSION OF THE PRESS AND PUBLIC <i>The exclusion of the press and public was considered under item 10.</i> RESOLVED: To exclude members of the public and press, called by the Chair at 7:49pm, under the Public Bodies (Admissions to Meetings) Act 1960 during which items of a confidential nature were considered.

Meeting finished at 8:14pm.

LOCAL ENVIRONMENT & CLIMATE COMMITTEE
held MONDAY 17 AUGUST 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Guilfoyle, Macdonald, Parry, Turner and Woodhead

Deputy Clerk Ebony Andrews

HRTC Officer Gareth Muir

ABSENT

Councillors Trickett

MINUTES

26(LE)198	1. APOLOGIES FOR ABSENCE & REASONS Apologies were received from Cllrs Trickett – on holiday,
26(LE)199	2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS There were no members interests reported at this meeting.
26(LE)200	3. MINUTES OF THE MEETING HELD 9 JUNE 2026 Cllr Parry asked for clarification on point 8a). regarding the lease of a HRTC van for Council business, and asked if the committee had explored electric vehicle options. The committee confirmed they have, and that an EV option remains the ambition of the committee, as and when the reliable infrastructure to support it is in place. RESOLVED: To note the information.
26(LE)201	4. PRIORITIES FOR THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE The committee considered the priorities of the Local Environment & Climate Committee and the budget requirements for the 2027-28 budget, and the three-year forecast to 2031. The Chair introduced the priority-setting discussion by referring

to the Committee's Terms of Reference as a starting point. It was emphasised that the session was to establish the Committee's overall direction of travel and priorities, rather than to agree on detailed plans or specific actions.

The Deputy Clerk noted the recent amendment to the Terms of Reference to include a more detailed consideration of the environmental impact of the Council's own internal functions and services – and that this may be an area meriting further consideration as part of the discussion. This give rise to the use of paper in the Council.

Use of Resources – Paper

Cllr Woodhead, supported by Cllr Macdonald, raised the Council's use of paper. It was suggested that alternatives should be explored to reduce paper use while ensuring that accessibility requirements continued to be met for Cllrs. Eg. the use of digital devices for Council papers was discussed, alongside the idea of surveying councillors to understand any specific requirements and gauge support for the idea. The general aspiration of the Council should be move towards paper being available where required, rather than being the default.

The potential use of digital or remote meetings was briefly discussed, although it was noted that Council meetings will continue to take place in person. Given the local nature of the Council and its members, travel to meetings was unlikely to represent a significant proportion of the Council's environmental / carbon footprint.

Cllr Macdonald highlighted that should paper-less systems be adopted, there is a need to ensure that good governance and appropriate record keeping are maintained. It was suggested that advice could be sought from YLCA as a starting point, and that the Council could also learn from approaches adopted by other Councils.

Climate Change

Climate change and the Council's wider environmental work were then discussed. Cllr Macdonald noted that through existing projects including High Hirst Woodmeadow, support for Brearley Fields, the Hebden Royd Green Network and HRTC Allotment

projects, the Council is already undertaking a substantial amount of work within its local remit and sphere of influence. It was agreed that this work should continue, although opportunities to maximise local impact should also be identified and be explored.

The Local Environment & Allotments Officer reflected that much of their work in recent months has been laying the foundations for longer-term benefits, strengthening communities by building environmental resilience. It was agreed that the Council should avoid duplicating work already being undertaken by others, while considering how it can evolve from directly providing or facilitating activities towards supporting greater community ownership and autonomy in the longer-term.

High Hirst Woodmeadow was highlighted as a strong example of what could be achieved elsewhere with support. It was suggested that the project had the potential to act as a model for similar work elsewhere, with opportunities for skills sharing and wider learning.

Parks & Playparks

Cllr Guilfoyle raised Calderdale's Parks and playparks, noting the importance of Calder Holmes Park as a 'destination park' and meeting place for a wide range of visitors. Concerns were raised about the condition of the play area, coupled with the reduced funding available from Calderdale Council for improvements.

The installation of an accessible swing, alongside improvements to the skatepark and graffiti boards were identified. It was recognised that these were ongoing issues which could require future investment and therefore ongoing budget.

Cllr Macdonald suggested that opportunities for partnership working and collective funding could be explored in relation to parks and other, larger infrastructure projects. Play equipment is expensive, and it was suggested that working with other organisations could help bring additional funding and support to areas that ultimately sit under CMBC but now require investment beyond Calderdale's budget allocation for these types of facilities. It was mentioned that The Rotary Club of Hebden Bridge had expressed an interest in supporting projects related to Calder Holmes Park.

Reflecting on what's working

The Committee reflected on the importance of reviewing its existing activities and being prepared to cease, change or develop projects where they are no longer delivering the greatest benefit. Examples were discussed including changes to the bulb planting programme and the Spring Clean approach, with current activity being developed to better align with environmental outcomes.

Opportunities to support wildflower planting and involve young people, children and schools were also noted. It was agreed that existing activities should continue to be reviewed to ensure that they remained fit for purpose.

The Committee discussed reducing, and where possible eliminating, the use of single-use plastics at Council events. This point to be relayed to the Projects & Events Committee.

Large infrastructure projects and community representation

The proposed Calderdale Energy Park (CEP) windfarm and Flood Alleviation works were discussed. It was agreed that the Council should continue to take positions that reflect the community's mandate and expectations, recognising the importance of HRTC in being a voice for local people and representing local views on significant projects affecting the locality.

Concerning, the forthcoming Flood Alleviation Scheme (FAS), while HRTC is already represented on the stakeholder working group, it was felt that there could be a more structured line of communication between this Committee and those representative(s). This would help ensure committee ideas, knowledge and priorities were fed into discussions around the detailed design and delivery of works, including the reinstatement or provision of public facilities such as benches and flower beds following works (for example). It was suggested that the FAS could become a regular agenda item for the Committee going forward.

Communications

Cllr Turner noted the range of positive local environment projects already taking place, highlighting the importance of continuing to promote and communicate this activity to the community. It was suggested that communications could form a regular agenda item, helping the Committee to share stories, celebrate successes and raise awareness upcoming projects and activities.

Flooding support – Drain clearances

Cllrs Macdonald and Woodhead, drawing on experience as Flood Wardens, raised issues relating to clearing blocked drains. The potential for an 'adopt a drain' approach was discussed, although it was recognised that such schemes have mixed success and that different types of drains present different challenges, and this can be a lot to ask of residents. Calderdale Council retains overall responsibility for drains and anecdotally responds to reports of blockages, although there is wide recognition that this is hard work and that CMBC capacity will be limited at critical times.

The Committee discussed whether value could be added by taking a more coordinated approach to identifying and monitoring problem drain areas, potentially working with Flood Wardens and / or other local groups. Understanding whether Calderdale Council holds information on drain locations / a drain map could help identify priority areas. Inviting Flood Wardens to participate in the Hebden Royd Green Network was also recommended.

Collective community composting

Cllr Parry raised the idea of communal composting, using the ideas of a shared compost bin similar to one operating on his own street as an example. The Council could support shared composting initiatives, helping to reduce the volume of green waste while providing benefits to gardening and planting.

HRTC & Officer capacity

Cllr Woodhead emphasised the importance of remaining realistic about the capacity of officers and councillors and not spreading efforts too thinly. The Committee should continue with the work on what is already proving successful, while allowing more recently instituted initiatives to develop and deliver community benefits. Carefully considering future opportunities without

	overextending resources is key. Along these lines, thanks were extended to the Local Environment & Allotments Officer for their work. The Local Environment & Allotments Officer provided an overview of more specific current projects, such as hanging baskets, volunteering days, the Hebden Rod Green Network and conservation grazing. Activities including the bat and dawn chorus walks along with moth and bee monitoring were mentioned among others. Cllr Guilfoyle noted improvements in the Council's communications and a sense that news on HRTC local environment work is reaching wider into the community. Thanks were extended to the Communications Officer for their work in this area. RESOLVED: These Minutes will be considered at the next Strategy & Review Committee Meeting and will feed into discussion around the wider priority setting for the Town Council going forward.
26(LE)202	5. EXCLUSION OF THE PRESS AND PUBLIC There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 8:52pm.

PICTURE HOUSE COMMITTEE
held MONDAY 24 AUGUST 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Butterick, Howes, Morse, Parry, and Turner

Also P Berrisford – Manager of Picture House

Minutes E Green – Town Clerk

ABSENT

Councillors

MINUTES

26(PH)203	1. APOLOGIES FOR ABSENCE & REASONS Apologies were received from Cllrs; Fraser, Harvey Fraser – Out of town (Cllr Parry as substitute) Harvey – Out of town Macdonald – Out of town RESOLVED: to note the apologies and approve the reasons for absence.
26(PH)204	2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS There were no members' interests reported at this meeting.
26(PH)205	3. MINUTES OF THE MEETING HELD 27 July 2026 There were no matters arising.
26(PH)206	4. FRIENDS OF THE PICTURE HOUSE A report was provided by Friends of the Picture House. It was reported that the Making Friends project had recently celebrated its 10-year anniversary. This was celebrated with a party and special screening. The friends thanked the Picture House and Town Council for sharing the press release.

	Heritage Open Day will be held on Saturday 12 September. RESOLVED: To note thanks to the Friends of the Picture House, particularly in respect of the Making Friends Project, it is important that the Town Council continues to support and is seen to support this important work. The Clerk will attend Heritage Open Day to speak to visitors about the NLHF grant.
26(PH)207	5. MANAGERS REPORT TRADING: August has seen an improvement on last year's footfall, tracking 1657 up for the month. Full Year-to-date the Box office Gross income is £144,354.25 (£6988.75 up on the same point last year) Admissions now tracking at 17414 (252 down on same point last year) Retail FYTD is currently £51,654.73 (£4,523.28 on same point last year) Membership sales are at £5760 (£842 up on same point last year) Overall Gross income is now at £208,514 (£19,976.98 up on same point last year) SEPTEMBER FAMILY OFFER: Through-out September all our family matinees and After-school screenings will at £5 per ticket. Our Popcorn Passport will also be running throughout. Last September there were 151 child tickets sold of a monthly total of 3229. Hoping for a significant increase this year. BFI Escapes, special screening and private hires all continue RESOLVED: To note the information
26(PH)208	6. FINANCIAL REPORT The forecast was reviewed and the current position noted. It was discussed to revert to having the weighting of the budget across the months to allow for more accurate monthly forecasting. Members were informed of the latest pay settlement and the removal of SCP2. This may add further pressures to the already robust salaries costs. A discussion was held about what this could mean operationally for the Picture House. The need to increase admissions and engage with new markets was discussed.

	RESOLVED: To review the September offer, and to use that to inform plans for the October Half Term and Christmas to try to increase engagement across the family market.
26(PH)209	7. BIFA CINEMA OF THE YEAR Cllrs received information regarding the BIFA cinema of the Year Award. Voting is now open. RESOLVED: To note the information.
26(PH)210	8. A HERITAGE FIT FOR THE FUTURE The clerk updated on the Start Up meeting and informed the committee that a meeting had been set up with DVA on 1 September to discuss the documents required for the permission to start. The NLHF Building Consultant advised a longer development phase, and a discussion was had about the financial implications that would have on the day to day operations of the business. RESOLVED: To review the development Phase timescale to consider a 20 month – 2-year timeframe, to allow appropriate time.
26(PH)211	9. 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 pm.

