

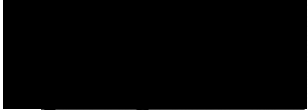
02 June 2026

**TO ALL MEMBERS OF THE COUNCIL**

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, Hebden Bridge Town Hall on **MONDAY 8 JUNE 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](mailto: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 25/00746/FUL** at Land South East Of 13 Osborne Street, Balmoral Street, Hebden Bridge for Two dwellings (self-build). (Birchcliffe ward).

- b. **Application 26/00193/LBC** at Hebden Bridge Railway Station, Station Road, Hebden Bridge, HX7 6JE for Creation of bar and installation of free-standing cold store in vacant units within the station (Listed Building Consent). (Fairfield ward).
- c. **Application 26/20052/TPO** at Netherclough, Cragg Road, Mytholmroyd, HX7 5RX for Fell seven trees (Tree Preservation Order). (Cragg Vale ward).
- d. **Application 26/20049/TPO** at Unit Known As Unit 1 And 2 Hoo Hole Mill, Cragg Road, Mytholmroyd for Reduce one tree (Tree Preservation Order). (Cragg Vale ward).
- e. **Application 26/00252/FUL** at 3 Bridge Gate, Hebden Bridge, HX7 8EX for Alterations to shop front and new flue (Retrospective). (West End ward).
- f. **Application 26/00411/FUL** at Acre House, Savile Road, Hebden Bridge, HX7 6ND for Conversion and renovation of domestic outbuilding to provide self-contained holiday accommodation. (Fairfield ward).
- g. **Application 26/00223/FUL** at Southcliffe House, Commercial Street, Hebden Bridge, HX7 8AX for Use of residential annex as new separate dwelling. (Fairfield ward).
- h. **Application 26/00224/LBC** at Southcliffe House, Commercial Street, Hebden Bridge, HX7 8AX for Use of residential annex as new separate dwelling (Listed Building Consent). (Fairfield ward).
- i. **Application 26/00402/LBC** at Bluebell Cottage, Brearley Old Hall, Brearley Lane Top, Mytholmroyd, HX2 6HS for Fit EV Charging Unit. (White Lee ward).

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 26/00127/HSE at 5 Ewood Cottages, Midgley Road, Mytholmroyd, HX7 5QU for RETROSPECTIVE - removal of partition;

replacement of gypsum plaster; replacement of the wood burning stove; extension of hearth; installation of flue liner and replacement of chimney pot; installation of electric vehicle charger; construction of an outbuilding with ensuite facilities.

**6. HRTC & HBPH ANNUAL 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 £20,891.58.

**9. INTERNAL AUDITORS REPORT**

To receive the report from the Internal Auditor and to decide on actions as appropriate (enc).

**10. ANNUAL ACCOUNTABILITY AND GOVERNANCE RETURN**

To approve the relevant sections of the Annual Accountability and Governance Return as outlined (enc).

- a) To approve the Annual Governance Statement for the Financial Year 2025/26 – Section 1 of Annual Return paragraphs 1 to 9
- b) To approve the Statement of Accounts for the financial year 2025/26 as set out in Section 2 of the Annual Return.
- c) To note the Annual Internal Audit Report for 2025/26 included at page 3 of the Annual Governance and Accountability Return 2025/2026.
- d) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.

**11. PUBLIC RIGHTS OF INSPECTION**

To note dates for the period for the exercise of public rights under accounts and audit regulations 2015 (enc)

**12. MINUTES OF THE TOWN COUNCIL held 18 MAY 2026**

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

**13. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 26 MAY 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).

**14. WORKING GROUPS**

To receive reports from and to decide on appropriate actions.

**15. REPRESENTATIVES TO OUTSIDE BODIES**

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

**16. 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.

Statement of Account

From: Month 1, April 2025

To: Month 12, March 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>
<b>Income</b>								
Ticket sales	338,711.21	61.31	347,324.00	(8,612.79)	338,711.21	61.31	347,324.00	(8,612.79)
Kiosk Sales - Food & Beverages	131,073.37	23.72	116,724.72	14,348.65	131,073.37	23.72	116,724.72	14,348.65
Kiosk Sales - Merchandise	309.83	0.06	0.00	309.83	309.83	0.06	0.00	309.83
Memberships	21,230.00	3.84	10,500.00	10,730.00	21,230.00	3.84	10,500.00	10,730.00
Private Hire & parties	24,446.47	4.42	19,392.00	5,054.47	24,446.47	4.42	19,392.00	5,054.47
Shop Rentals	16,033.60	2.90	16,020.00	13.60	16,033.60	2.90	16,020.00	13.60
Screen Advertising	11,457.18	2.07	9,600.00	1,857.18	11,457.18	2.07	9,600.00	1,857.18
Donaations received	3,582.47	0.65	1,000.00	2,582.47	3,582.47	0.65	1,000.00	2,582.47
Gift Vouchers sold	3,030.12	0.55	6,000.00	(2,969.88)	3,030.12	0.55	6,000.00	(2,969.88)
Bank Interest Received	2,621.34	0.47	1,000.00	1,621.34	2,621.34	0.47	1,000.00	1,621.34
Overs/Shorts	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)
	552,495.59	100.00	527,610.72	24,884.87	552,495.59	100.00	527,610.72	24,884.87
<b>Direct Costs</b>								
Royalties	143,540.83	25.98	138,129.60	(5,411.23)	143,540.83	25.98	138,129.60	(5,411.23)
Kiosk supplies - Food & Beverages	56,946.97	10.31	43,188.15	(13,758.82)	56,946.97	10.31	43,188.15	(13,758.82)
Miscellaneous Supplies	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	8,902.54	1.61	11,000.00	2,097.46	8,902.54	1.61	11,000.00	2,097.46
	209,390.34	37.90	192,817.75	(16,572.59)	209,390.34	37.90	192,817.75	(16,572.59)
<b>Running Costs</b>								
Energy	11,413.75	2.07	24,000.00	12,586.25	11,413.75	2.07	24,000.00	12,586.25
Water	8,037.11	1.45	4,074.12	(3,962.99)	8,037.11	1.45	4,074.12	(3,962.99)
Waste & recycling	2,660.20	0.48	2,000.00	(660.20)	2,660.20	0.48	2,000.00	(660.20)
Cleaning Materials & equipment	3,003.95	0.54	3,600.00	596.05	3,003.95	0.54	3,600.00	596.05
Projection Equipment	3,002.87	0.54	1,000.00	(2,002.87)	3,002.87	0.54	1,000.00	(2,002.87)
Screen 2 Project	22,609.22	4.09	30,000.00	7,390.78	22,609.22	4.09	30,000.00	7,390.78
Staff Uniforms	809.00	0.15	500.00	(309.00)	809.00	0.15	500.00	(309.00)
Buildings Insurance	8,105.21	1.47	7,000.00	(1,105.21)	8,105.21	1.47	7,000.00	(1,105.21)
Film Delivery & couriers	0.00	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Office Expenses	6,430.95	1.16	3,600.00	(2,830.95)	6,430.95	1.16	3,600.00	(2,830.95)
Press listings	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
PRS & PPL Licenses	5,774.16	1.05	2,000.00	(3,774.16)	5,774.16	1.05	2,000.00	(3,774.16)
Training	355.50	0.06	2,000.00	1,644.50	355.50	0.06	2,000.00	1,644.50
Bank Charges	779.23	0.14	1,992.00	1,212.77	779.23	0.14	1,992.00	1,212.77
Box Office Oscar	12,351.43	2.24	9,000.00	(3,351.43)	12,351.43	2.24	9,000.00	(3,351.43)
	85,332.58	15.44	92,166.12	6,833.54	85,332.58	15.44	92,166.12	6,833.54
<b>Gross Profit/(Loss):</b>	257,772.67	46.66	242,626.85	15,145.82	257,772.67	46.66	242,626.85	15,145.82
<b>Staff Costs</b>								
Staff Costs	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
	328,700.72	59.49	302,735.21	(25,965.51)	328,700.72	59.49	302,735.21	(25,965.51)
<b>Net Profit/(Loss):</b>	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)	(70,928.05)	(12.84)	(60,108.36)	(10,819.69)

Statement of Account

From: Month 1, April 2025

To: Month 12, March 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>
<b>Income</b>								
Precept	503,859.00	94.99	503,859.00	0.00	503,859.00	94.99	503,859.00	0.00
Station Road Car Park	15,108.61	2.85	14,000.00	1,108.61	15,108.61	2.85	14,000.00	1,108.61
LE & Climate Income	1,010.00	0.19	500.00	510.00	1,010.00	0.19	500.00	510.00
Hanging Baskets	5,330.40	1.00	7,500.00	(2,169.60)	5,330.40	1.00	7,500.00	(2,169.60)
Allotments	1,444.03	0.27	1,500.00	(55.97)	1,444.03	0.27	1,500.00	(55.97)
Projects & Events Income	191.77	0.04	500.00	(308.23)	191.77	0.04	500.00	(308.23)
Other Income	3,492.92	0.66	0.00	3,492.92	3,492.92	0.66	0.00	3,492.92
	530,436.73	100.00	527,859.00	2,577.73	530,436.73	100.00	527,859.00	2,577.73
<b>Committes, Projects and Awards</b>								
Awards Kaberry & Baker	1,400.00	0.26	2,100.00	700.00	1,400.00	0.26	2,100.00	700.00
Awards Service to the community	28.00	0.01	200.00	172.00	28.00	0.01	200.00	172.00
Community Funding	74,754.62	14.09	80,000.00	5,245.38	74,754.62	14.09	80,000.00	5,245.38
LE & CE Land & Biodiversity	8,718.49	1.64	5,770.00	(2,948.49)	8,718.49	1.64	5,770.00	(2,948.49)
LE & CE Environmental Projects	5,080.00	0.96	7,000.00	1,920.00	5,080.00	0.96	7,000.00	1,920.00
LE & CE Hanging Baskets	16,522.00	3.11	15,000.00	(1,522.00)	16,522.00	3.11	15,000.00	(1,522.00)
LE & CE Allotments	2,919.77	0.55	1,500.00	(1,419.77)	2,919.77	0.55	1,500.00	(1,419.77)
P & E Xmas Lights & Evenets	52,217.97	9.84	55,000.00	2,782.03	52,217.97	9.84	55,000.00	2,782.03
P & E Happy Hounds	984.31	0.19	1,000.00	15.69	984.31	0.19	1,000.00	15.69
P & E New Projects	9,049.47	1.71	18,200.00	9,150.53	9,049.47	1.71	18,200.00	9,150.53
P & E Calder Holmes Park	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00
P & E Dog Waster Provision	207.00	0.04	1,000.00	793.00	207.00	0.04	1,000.00	793.00
Remembrance Sunday	1,865.00	0.35	4,500.00	2,635.00	1,865.00	0.35	4,500.00	2,635.00
Twinning	3,179.88	0.60	3,000.00	(179.88)	3,179.88	0.60	3,000.00	(179.88)
	176,926.51	33.35	199,270.00	22,343.49	176,926.51	33.35	199,270.00	22,343.49
<b>Gross Profit/(Loss):</b>	<b>353,510.22</b>	<b>66.65</b>	<b>328,589.00</b>	<b>24,921.22</b>	<b>353,510.22</b>	<b>66.65</b>	<b>328,589.00</b>	<b>24,921.22</b>
<b>Administration</b>								
Salaries	236,304.13	44.55	242,970.00	6,665.87	236,304.13	44.55	242,970.00	6,665.87
HR Support	6,651.90	1.25	6,912.00	260.10	6,651.90	1.25	6,912.00	260.10
Courses & Training	3,645.08	0.69	3,000.00	(645.08)	3,645.08	0.69	3,000.00	(645.08)
Team Building	590.85	0.11	1,500.00	909.15	590.85	0.11	1,500.00	909.15
Staff Uniforms	374.82	0.07	1,008.00	633.18	374.82	0.07	1,008.00	633.18
Office Expenditure	18,070.37	3.41	14,000.00	(4,070.37)	18,070.37	3.41	14,000.00	(4,070.37)
Website	994.96	0.19	500.00	(494.96)	994.96	0.19	500.00	(494.96)
Public Liability Insurance	3,650.04	0.69	4,000.00	349.96	3,650.04	0.69	4,000.00	349.96
Subscriptions	2,117.01	0.40	2,000.00	(117.01)	2,117.01	0.40	2,000.00	(117.01)
Bank Charges	102.91	0.02	0.00	(102.91)	102.91	0.02	0.00	(102.91)
Stripe Fees	55.74	0.01	0.00	(55.74)	55.74	0.01	0.00	(55.74)
Audit	469.85	0.09	4,000.00	3,530.15	469.85	0.09	4,000.00	3,530.15
Election expenses	7,370.87	1.39	15,000.00	7,629.13	7,370.87	1.39	15,000.00	7,629.13
Clocks	2,236.35	0.42	2,000.00	(236.35)	2,236.35	0.42	2,000.00	(236.35)
Mayors Allowance	2,231.53	0.42	5,000.00	2,768.47	2,231.53	0.42	5,000.00	2,768.47
Hospitality	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Mayors for Peace	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Accounts Support	338.00	0.06	0.00	(338.00)	338.00	0.06	0.00	(338.00)
Transfers to/from reserves	0.00	0.00	17,665.00	17,665.00	0.00	0.00	17,665.00	17,665.00
Legal & Professional services	11,268.00	2.12	15,000.00	3,732.00	11,268.00	2.12	15,000.00	3,732.00
	296,472.41	55.89	335,355.00	38,882.59	296,472.41	55.89	335,355.00	38,882.59
<b>Net Profit/(Loss):</b>	<b>57,037.81</b>	<b>10.75</b>	<b>(6,766.00)</b>	<b>63,803.81</b>	<b>57,037.81</b>	<b>10.75</b>	<b>(6,766.00)</b>	<b>63,803.81</b>

**Bank Reconciliation**

<b>Bank Ref:</b> 1250	<b>Date To:</b> 31/03/2026
<b>Bank Name:</b> HBPH - Current Account	<b>Statement Ref:</b> 1250 2026-05-26 03
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 31/03/2026:**

45,459.92

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
58666	13/03/2026	Pension	[REDACTED]	69.26
58667	13/03/2026	Pension	[REDACTED]	162.92
58668	13/03/2026	Pension	[REDACTED]	577.98
58669	13/03/2026	Pension	[REDACTED]	337.73
58670	13/03/2026	Pension	[REDACTED]	214.12
58671	13/03/2026	Pension	[REDACTED]	450.35
58672	13/03/2026	Pension	[REDACTED]	497.73
58673	13/03/2026	Pension	[REDACTED]	149.50
58674	13/03/2026	Pension	[REDACTED]	476.84
58675	13/03/2026	Pension	[REDACTED]	313.99
58676	13/03/2026	Pension	[REDACTED]	713.67
58677	13/03/2026	Pension	[REDACTED]	943.15
58678	13/03/2026	Pension	[REDACTED]	575.21
58679	13/03/2026	Pension	[REDACTED]	282.79
58680	13/03/2026	Pension	[REDACTED]	48.21
58681	14/03/2026	PAYE &	[REDACTED]	124.70
58682	14/03/2026	PAYE &	[REDACTED]	70.00
58683	14/03/2026	PAYE &	[REDACTED]	51.41
58684	14/03/2026	PAYE &	[REDACTED]	898.82
58685	14/03/2026	PAYE &	[REDACTED]	75.54
58686	14/03/2026	PAYE &	[REDACTED]	67.06
58687	14/03/2026	PAYE &	[REDACTED]	764.36
58688	14/03/2026	PAYE &	[REDACTED]	609.46
58689	14/03/2026	PAYE &	[REDACTED]	260.56
58690	14/03/2026	PAYE &	[REDACTED]	93.16
58691	14/03/2026	PAYE &	[REDACTED]	65.80
58692	14/03/2026	PAYE &	[REDACTED]	482.69
58693	14/03/2026	PAYE &	[REDACTED]	172.19
58694	14/03/2026	PAYE &	[REDACTED]	560.68
58695	14/03/2026	PAYE &	[REDACTED]	923.53
58696	14/03/2026	PAYE &	[REDACTED]	1,210.86
58697	14/03/2026	PAYE &	[REDACTED]	15.10
58698	14/03/2026	PAYE &	[REDACTED]	778.75
58699	14/03/2026	PAYE &	[REDACTED]	120.18
58700	14/03/2026	PAYE &	[REDACTED]	37.20

Date: 26/05/2026  
Time: 12:18:55

**Hebden Royd Town Council**

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**Bank Reconciliation**

58701	14/03/2026	SL	[REDACTED]	46.00
58702	14/03/2026	SL	[REDACTED]	12.00
58703	14/03/2026	SL	[REDACTED]	12.00

13,265.50

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
<hr/>				
<hr/>				
<hr/>				

0.00

**Reconciled balance :**

58,725.42

**Balance as per statement :**

58,725.42

**Difference :**

0.00

Date: 01/06/2026  
Time: 09:55:57

**Hebden Royd Town Council**  
**Bank Reconciliation**

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<b>Bank Ref:</b> 1253	<b>Date To:</b> 31/03/2026
<b>Bank Name:</b> HBPH - Savings Account	<b>Statement Ref:</b> 1253 2026-06-01 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 31/03/2026:** 194,093.19

**Add: Unpresented Payments**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Less: Outstanding Receipts**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Reconciled balance :** 194,093.19

**Balance as per statement :** 194,093.19

**Difference :** 0.00

Date: 01/06/2026  
Time: 10:31:00

**Hebden Royd Town Council**  
**Bank Reconciliation**

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<b>Bank Ref:</b> 1200	<b>Date To:</b> 31/03/2026
<b>Bank Name:</b> HRTC - Current Account	<b>Statement Ref:</b> 1200 2026-05-18 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 31/03/2026:** 54,945.56

**Add: Unpresented Payments**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Less: Outstanding Receipts**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Reconciled balance :** 54,945.56

**Balance as per statement :** 54,940.56

**Difference :** 5.00

Date: 01/06/2026  
Time: 09:58:01

**Hebden Royd Town Council**  
**Bank Reconciliation**

Page: 1

<b>Bank Ref:</b> 1201	<b>Date To:</b> 31/03/2026
<b>Bank Name:</b> HRTC - Reserves	<b>Statement Ref:</b> 1201 2026-06-01 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 31/03/2026:** 129,326.12

**Add: Unpresented Payments**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Less: Outstanding Receipts**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Reconciled balance :** 129,326.12

**Balance as per statement :** 129,326.12

**Difference :** 0.00

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

**Hebden Bridge Picture House**

**Accounts to be Paid**

Item no:	Payee	Details	Invoice No	Amount	
a	PPS	Cleaning Supplies	INVKEI-88483	£ 100.20	BACS
b	PPS	Cleaning Supplies	INVKEI-88482	£ 26.34	BACS
c	JL Brooks	Kiosk	681642	£ 473.37	BACS
d	Just Jennys	Kiosk	8643	£ 118.80	BACS
e	Leodis	Kiosk	INV-22390	£ 17.64	BACS
f	Leodis	Kiosk	INV-22168	£ 460.53	BACS
g	Leodis	Kiosk	INV-22501	£ 158.03	BACS
h	Matthew Clark	Kiosk	4209581	£ 497.36	BACS
i	Suma	Kiosk	C40296	-£ 31.75	BACS
j	Suma	Kiosk	A67906	£ 249.60	BACS
k	The Buttercup Bakery	Kiosk	No363	£ 83.00	BACS
l	The Buttercup Bakery	Kiosk	No364	£ 102.40	BACS
m	Turner & Wrights	Kiosk	313555	£ 516.96	BACS
n	Vocation Brewery	Kiosk	177310	£ 219.55	BACS
o	Rosse Systems	Maintenance	622962	£ 228.16	BACS
p	Print Bureau	Marketing	PB9291	£ 24.00	BACS
q	Print Bureau	Marketing	PB9316	£ 12.00	BACS
r	Print Bureau	Marketing	PB9327	£ 79.00	BACS
s	BFI	Royalties	BK100483086	£ 922.25	BACS
t	BFI	Royalties	BK100483084	£ 120.00	BACS
u	Curzon	Royalties	10142	£ 112.00	BACS
v	Curzon	Royalties	10141	£ 46.20	BACS
w	Curzon	Royalties	10292	£ 506.45	BACS
x	Disney	Royalties	2313011	£ 76.00	BACS
y	Disney	Royalties	2314376	£ 2,929.01	BACS
z	Munro	Royalties	6780	£ 120.00	BACS
aa	National Theatre	Royalties	SINRNT1040652	£ 974.60	BACS
bb	Park Circus	Royalties	1492623	£ 274.50	BACS
cc	Park Circus	Royalties	1492989	£ 176.15	BACS
dd	Park Circus	Royalties	1496455	£ 243.35	BACS
ee	Picture House	Royalties	24420	£ 64.06	BACS
ff	Seventh Art	Royalties	35688	£ 702.00	BACS
gg	Sony	Royalties	1698826-1	£ 634.40	BACS
hh	Tull Stories	Royalties	TS1589/HBPH	£ 324.80	BACS
ii	Vue Lumiere	Royalties	2001889	£ 147.20	BACS
jj	Vue Lumiere	Royalties	2001828	£ 120.00	BACS

**£ 11,828.16**

**Direct Debits**

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

**£ 990.74**

**Payments paid by Clerk**

Item no:	Payee	Details	Invoice No	Amount	
a	Amazon	Office	GB62TA4NABEI	£ 24.93	Card
b	Amazon	Office	GB600033KCDE71	£ 9.48	Card
c	Amazon	Office	GB62TYS0ABEI	£ 31.96	Card
d	Amazon	Office	GB63BYPLABEI	£ 24.66	Card

e	Amazon	Office	GB63BYV1ABEI	£	18.32	Card
f	Amazon	Office	GB600T410DM11	£	29.99	Card
g	Amazon	Office	GB600B7R7YMY31	£	50.11	Card
h	Amazon	Office	GB64AKM3ABEI	£	15.98	Card
i	Amazon	Office	GB641OYEABEI	£	28.52	Card
j	Amazon	Office	GB641ORTABEI	£	28.52	Card
k	Post Office	Petty Cash	46052	£	190.09	Card
l	Post Office	Petty Cash	26/02/26	£	195.67	Card
m	Post Office	Petty Cash	17/04/26	£	199.37	Card
n	Post Office	Post	2/3/26	£	4.25	Card
o	Liberator Film Services	Royalties	INV-0346	£	240.50	BACS
p	Universal	Royalties	22314811829-1	£	138.60	BACS
q	Universal	Royalties	22314815948-1	£	28.70	BACS

**£ 1,259.65**

**PAYMENTS**

**£ 14,078.55**

Authorised by			
Councillor	Councillor	Clerk	Date

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

**Hebden Royd Town Council**  
**Accounts to be Paid**

Item	No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a		Dodnaze Community Association	Refreshments for Woodmeadow Day	INV-0053	£ 50.00	Local Environment	BACS
b		Eco Green	Dog Waste Bags	2380	£ 993.60	Local Environment	BACS
c		Scythe Association	Four Year Membership	26th May 2026	£ 40.00	Local Environment	BACS
d		Michaels	Protective chain cases	85436	£ 243.00	Mayoral	BACS
e		Hebden Bridge Community Association	Recharges, Data, IT, Phone, Calls, Cleaning	19420	£ 153.00	Office	BACS
f		Pennine Signs	10 Bungee Toggles for Flags	34303	£ 24.00	Office	BACS
g		Dalton Smith	Payroll Services for May 2026	INV-0613	£ 202.80	Payroll	BACS
h		Pennine Heritage Ltd	Hire of Birchcliffe Hall	3316	£ 120.00	Twinning	BACS
					<b>£ 1,826.40</b>		

**Accounts previously paid by the Town Clerk**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment	
a	Gareth Muir	Expenses	10/03/26	£ 60.57	Local Environment	BACS	
b	Fleur De Lys	Flowers for Mayor Making	11/05/26	£ 130.00	Office	Card	
c	Amazon	Office Supplies	GB6000U21WUN31	£ 8.78	Office	Card	
d	Amazon	Office Supplies	XX60000ERD50DT	£ 3.31	Office	Card	
e	Amazon	Office Supplies	GB62JPOOABEI	£ 10.27	Office	Card	
f	Amazon	Office Supplies	GB62JMJVABEI	£ 19.49	Office	Card	
g	Amazon	Office Supplies	GB62JIAKABEI	£ 19.49	Office	Card	
h	Amazon	Office Supplies	GB62JMMFABEI	£ 19.49	Office	Card	
i	Amazon	Office Supplies	GB62KZDNABEI	£ 12.49	Office	Card	
j	Amazon	Office Supplies	INV2604090002	£ 9.34	Office	Card	
k	Amazon	Office Supplies	GB63EPBDABEI	£ 6.99	Office	Card	
l	Amazon	Office Supplies	GB63EPJTABEI	£ 4.95	Office	Card	
m	Amazon	Office Supplies	GB5025QPPVQ471	£ 3.89	Office	Card	
n	Amazon	Office Supplies	GB63L1VGABEI	£ 41.64	Office	Card	
o	Amazon	Office Supplies	GB63U4VYABEI	£ 7.21	Office	Card	
p	Amazon	Office Supplies	GB63U4Q4ABEI	£ 11.51	Office	Card	
q	Amazon	Office Supplies	GB63VYUIabei	£ 15.67	Office	Card	
r	Amazon	Office Supplies	T1BrWj6Kk-1777594136	£ 4.59	Office	Card	
s	Amazon	Office Supplies	GB648S6XABEI	£ 10.99	Office	Card	
t	Amazon	Office Supplies	GB64E02NABEI	£ 2.91	Office	Card	
u	Amazon	Office Supplies	GB64DZU6ABEI	£ 12.74	Office	Card	
v	Fleur De Lys	Flowers	8	£ 36.00	Office	Card	
w	Post Office	Postage	20/05/26	£ 3.60	Office	Card	
x	Post Office	Vouchers for Service to the Community	12/05/26	£ 200.00	Service to the Community	Card	
y	Rose Abbott	Catering for Twinning Event	27/05/26	£ 1,235.00	Twinning	BACS	
					<b>£ 1,890.92</b>		

**Direct Debits**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Stripe	Processing Fees March	51MLEFT4-2026-03	£ 50.78	Bank Charges	DD
b	Stripe	Processing Fees April	51MLEFT4-2026-04	£ 50.49	Bank Charges	DD
c	Peninsula	Provision of HR Services 742102	U005664987	£ 414.00	HR Support	DD
d	Peninsula	Provision of HR Services 742101	U005666550	£ 1,194.00	HR Support	DD
e	Peninsula	Provision of HR Services	U005659421	£ 689.76	HR Support	DD
f	EE	Monthly Charges	V02471431404	£ 86.40	Office	DD
g	Euro Digital Systems	Monthly Network Print Support	167505	£ 249.79	Office	DD
h	Euro Digital Systems	Monthly Network Print Support	161830	£ 360.49	Office	DD
					<b>£ 3,095.71</b>	

**TOTAL PAYMENTS**

**£ 6,813.03**

Authorised by			
Councillor	Councillor	Clerk	Date

**Julie Winham – Internal Audit Consultant**

Emma Green  
Clerk & RFO to Hebden Royd Town Council  
The Town Hall  
St George's Street  
Hebden Bridge  
HX7 7BY

Dear Emma

**Internal Audit of the Accounts for the Financial Year Ending 31<sup>st</sup> March 2026**

In accordance with the Accounts and Audit Regulations 2015 the Town Council is required to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

As your appointed independent Auditor, I have conducted an internal audit review of the Town Council's financial and governance records and controls in order to facilitate completion of the Internal Audit Report Section of the 2025/26 Annual Governance and Accountability Return.

Based upon the work undertaken, the Internal Audit concluded that an effective and robust system of risk management, control and governance arrangements were in place and the audit did not reveal any significant findings.

The full findings of the audit and recommendations are detailed within the attached Appendix A.

I would like to take this opportunity to express my thanks to both yourself and your colleague for the kind assistance and support provided during the course of the audit.

Yours sincerely



Julie Winham (CFMIIA)  
2<sup>nd</sup> June 2026

Attachment: Appendix A – Detailed Audit Findings and Recommendations

Ref.	Internal Control Issue	Recommendation	Classification High/Medium /Low *	Agreed Action / Timescale / Responsible Person
<b>1.</b>	<b>Bank Reconciliations</b>			
<b>1.1</b>	<b>Reporting Arrangements:</b>			
1.1.1	<p>Financial Regulation 2.6 states: At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations produced by the RFO”.</p> <p>Whilst the Clerk &amp; RFO adheres to this regulation, bank reconciliations are actually prepared more frequently i.e. monthly. Given that the information is available it would be useful for the purpose of enhancing transparency if all prepared bank reconciliations were presented to Members.</p>	In order to enhance the transparency of the Town Council’s financial management arrangements, the Clerk & RFO should consider presenting each monthly bank reconciliation to Members.	Low	To be added as a standard item on the monthly Full Council agenda from 18 May 2026.
<b>1.2</b>	<b>Investment &amp; Reserves Policy:</b>			
1.2.1	<p>An Investment &amp; Reserves Policy was agreed on the 10<sup>th</sup> September 25. A review of the Policy identified the following:</p> <ul style="list-style-type: none"> <li>(i) Section 3.8 doesn’t include the level of earmarked reserves as at 31.3.25;</li> <li>(ii) Section 5.3 figures for 2024/25 have been omitted.</li> </ul>	The Investment & Reserves Policy should be revised to include the required financial information.	Low	Updated to be presented for review at the next meeting of the Strategy & Review Committee.
<b>2.</b>	<b>Financial Regulations / Contract Standing Orders</b>			
<b>2.1</b>	<b>Sample Transaction Testing:</b>			
2.1.1	A sample of 20 payments relating to 2025/26 (10 relating to the Town Council and 10 relating to the Picture House) was examined	(i) In order to maintain effective oversight, the Town Council’s Financial	Medium	To be actioned. Dates to be set in advance for the council year 2026-27.

	<p>to ensure that the procurement process had been followed correctly and that evidence existed that the Town Council had obtained value for money in terms of spend.</p> <p>The following issue was raised in respect of the payments examined: -</p> <p>(i) Financial Regulation 6.4 states “The Town Councils Internal Financial Checkers will review payments made”. For 20/20 of the payments examined checks carried out by the Internal Financial Checkers were all dated 18th February 26. Although the required frequency of these checks isn't specified within Financial Regulation 6.4, the delay in undertaking the checks may give rise to the risk that any anomalies may not be promptly identified and rectified. The Clerk &amp; RFO has acknowledged that this was due to time and resource constraints and is in the process of addressing the issue.</p> <p>(ii) 1/20 of the invoices examined (Mytholmroyd Community Centre payment date 17.12.25 £2,062.00) was not dated and did not contain the address of the Town Council as required by HMRC.</p>	<p>Checkers should review payments on a timely basis. The Clerk &amp; RFO should consider including within Financial Regulations the frequency of undertaking the internal checking process.</p> <p>(ii) The Town Clerk &amp; RFO should ensure the suppliers of goods, works and services include their address on invoices submitted for payment and are aware of the Council's full business address in order that this can be included within associated invoices.</p>		<p>All staff members to be vigilant and request reissued invoices where the name and address of the council is not clearly displayed.</p>
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	<p>1/20 of the invoices examined (Happy Valley Pride payment date 13.08.25 £5,320.00) did not contain the address of the supplier as required by HMRC.</p> <p>The aforementioned issues may adversely impact upon the Town Council's ability to maintain accurate records for legal and tax purposes as required by HMRC.</p>			
<b>3.</b>	<b>Budgetary Control Process</b>			
<b>3.1</b>	<b>Three-Year Forecast:</b>			
3.1.1	<p>Financial Regulation 4.6 states "The draft budget with any committee proposals and three-year forecast, including recommendations for the use or accumulation of reserves, shall be considered by the Strategy &amp; Review Committee and a recommendation made to the council."</p> <p>A review of the budget information indicates that a three-year forecast is not currently included within the information.</p> <p>The Internal Auditor was advised that a draft 3-year budget exists but this may become obsolete as the Town Council is in the process of determining their strategic priorities and objectives. In the meantime, the existing budgetary control arrangements do not align with the requirements set out within Financial Regulations.</p>	<p>In accordance with Financial Regulation 4.6 the Town Clerk &amp; RFO should prepare a three-year forecast of its income and expenditure.</p> <p>This would also assist in ensuring that the amount of retained cash accords with the Town Council's Reserves Policy and that the Council's budget spend is being optimised. Also, this would provide visibility to the public of future strategic spending plans.</p>	Medium	Draft three year budget has been prepared and will be presented for adoption at Strategy & Review Committee.

<b>4.</b>	<b>Income</b>			
<b>4.1</b>	<b>Shop Rentals:</b>			
4.1.1	<p>A formal lease exists in respect of premises which are currently let to Just Taxis (dated 23<sup>rd</sup> August 2021) and Nightjar (Terms of Engagement dated 18<sup>th</sup> August 2022).</p> <p>A review of the rental arrangements and invoices raised identified the following:</p> <p>(i) It was noted that the lease agreement did not provide for any annual increase in rental fees. Consequently, there may be a missed opportunity to maximise income.</p> <p>(ii) Invoices raised do not include payment terms i.e. when payment is due / expected.</p> <p>(iii) The quarterly rent payable in respect of the Nightjar premises did not appear to accord with the amount due as per the lease agreement. This appears to have resulted in overpayments since the commencement of the lease. A similar issue appears to also relate to the premises occupied by Just Taxis. The Clerk &amp; RFO is currently investigating the issue to confirm the accuracy of the invoices raised.</p>	<p>(i) The Clerk &amp; RFO should review the terms of the lease and ensure that the terms provide for an annual rent review / increase.</p> <p>(ii) Invoices raised should include the payment terms.</p> <p>(iii) The Clerk &amp; RFO should provide assurance that the quarterly invoices in respect of rent due in respect of both shop rentals are accurate.</p> <p>(iv) The Clerk &amp; RFO should review the internal controls and checking arrangements in respect of the raising and processing of invoices.</p>	Medium	<p>The terms of the lease are fixed until 1 January 2027 (Unit 1) and 1 July 2027 (Unit 3).</p> <p>To be actioned.</p> <p>The quarterly rent includes a waste chare of £100 and insurance of £88.40.</p> <p>To be actioned.</p>
<b>4.2</b>	<b>Hire of the Cinema:</b>			
4.2.1	An invoice raised in respect Commoners Choir dated 24 <sup>th</sup> February 2026 for the hire	The Clerk & RFO should provide assurance that the private hire charges	Medium	Information Provided

	of the cinema on the 10 <sup>th</sup> April 2026 from 4.30pm to 11.00pm amounted to £1730.23 (net of VAT). The Auditor was unable to confirm the accuracy of the amount charged against the list of fees and charges.	raised within the Commoners Choir invoice are accurate.		
<b>5.</b>	<b>Allowance to Members</b>			
<b>5.1</b>	<b>Mayors Allowance:</b>			
5.1.1	A Mayors allowance of £5K is included within the 2025/26 budget.  It was noted that a Mayoral Allowance Policy has not been documented outlining permitted expenditure and the basis for reimbursing the Mayor for duties performed and ensuring operation of the allowance complies with the requirements set out by HMRC.	The Clerk & RFO should prepare a Mayoral Allowance Policy which should be subsequently approved by Members.	Medium	To be actioned. To be considered at the first meeting of the Strategy & Review Committee of the council year.

**\* Classification of Recommendations**

<b>High</b>	A recommendation requiring immediate action – imperative to ensuring the objectives of the system under review are met.
<b>Medium</b>	A recommendation requiring action necessary to avoid exposure to a significant risk to the achievement of the objectives of the system under review.
<b>Low</b>	A recommendation where action is advised to enhance control or improve operational efficiency.

# Governance Checklist

## Hebden Royd Town Council 2025/26

The Accounts and Audit Regulations 2015<sup>1</sup> requires that, not only does a council review the effectiveness of the internal audit<sup>2</sup>, but also ensures that it has a sound system of internal control<sup>3</sup>; the Internal Audit is just one part of this review.

Completion of this form will assist the council in answering the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) and provide a comprehensive review of whether the council's internal controls are effective. All the information needed is based on the guidance provided in Section 1 of the Smaller Authorities Proper Practices Panel (SAPPP) *Practitioners' Guide 2025*<sup>4</sup>.

The majority of the evidence will require that it has been considered it at a council meeting having been on an agenda and minuted accordingly.

If the evidence is not available, detail the reason.

Some of the actions will be supported by Standing Orders and Financial Regulations.

Assertion	Action / Evidence
<p><b>Assertion 1:</b> We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p> <p><i>i.e.: prepared its accounting statements in accordance with the Accounts and Audit Regulations 2015.</i></p>	
<p><b>Financial Management.</b> Has the council:</p>	
<p>Prepared and approved a budget for the financial year 2025 / 26 in a timely manner?</p> <p><i>Provide date and minute reference of approval</i></p>	<p>Date: 22 January 2025</p> <p>Minute reference: 379 (2024/25)</p>
<p>Considered the precept provision following the consideration of the budget?</p> <p><i>Provide date and minute reference of approval</i></p>	<p>Date: 22 January 2025</p> <p>Minute reference: 380 (2024/25)</p>
<p>Appointed a Responsible Financial Officer?</p> <p><i>Provide date and minute reference of appointment</i></p>	<p>Date: 1 November 2024</p> <p>Minute reference: 204 (2024/25)</p>
<p>Ensured that the RFO has put in place effective procedures to record and keep up to date all financial transactions?</p> <p><i>Note reports from Councillor Responsible for Internal Financial Control</i></p>	<p>Payment Schedule and Statement of Accounts produced monthly. All income and expenditure and entered into Sage.</p>

<sup>1</sup> <https://www.legislation.gov.uk/ukxi/2015/234/contents>

<sup>2</sup> <https://www.legislation.gov.uk/ukxi/2015/234/regulation/5>

<sup>3</sup> <https://www.legislation.gov.uk/ukxi/2015/234/regulation/3>

<sup>4</sup> <https://www.saaa.co.uk/wp-content/uploads/2025/04/Practitioners-guide-2025.pdf>

Assertion		Action / Evidence
	Regularly checked the bank reconciliation(s) for all bank accounts against bank statements	Checked by internal controllers against bank statements.
	Reviewed the budget at least quarterly <i>Provide dates and minute references</i>	Statement of Account presented: Dates: 13 August 2025 Minute references: 152 (2025/26) 17 September 2025 Minute:198 16 October 2025 Minutes: 268 19 November 2025 Minutes: 332 17 December Minutes: 379 21 January 2026 Minutes: 420 18 February 2026 Minutes: 466 18 March 2026 Minutes: 510
	Reviewed investment portfolio <sup>5</sup> (if over £100k) and investment strategy <i>Provide date and minute reference of strategy (if appropriate)</i>	Date: 19 November 2025 Minute reference: 344 Accounts to be opened with CCLA
	Prepared the previous year's statement of accounts in a timely manner <i>Note reports and ensure all is complete before 30 June</i>	Date presented:18 June 2025 Minute reference: 56 (2025/26)
	Adopted a General Reserve Policy <i>Provide date and minute reference of approval of policy</i>	Date: 6 November 2024 Minute reference: 249 (2024/25)
	Reviewed the level and purpose of all earmarked and general reserves <i>Provide date and minute reference of approval of levels</i>	Date: 5 November 2025 Minute reference: 317 (2025/26)
	<b>Council response:</b>	<b>Yes / No</b>

<sup>5</sup> See particularly 1.11, 2.23, 5.29 and from 5.178 of the 2025 Practitioners' Guide for more information

Assertion	Action / Evidence
<p><b>Assertion 2:</b> We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>i.e.: made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p>	
<p><b>Internal Control.</b> Has the council:</p>	
<p>Fully reviewed and adopted Standing Orders and Financial Regulations ensuring they are modified appropriately?</p> <p><i>Provide dates and minute references of approval</i></p>	<p>SOs Date: 28 May 2025 Minute reference: 17 (2025/26) FRs Date: 28 May 2025 Minute reference: 16 (2025/26) URL: <a href="#">Finance - Hebden Royd Town Council</a></p>
<p>Reviewed the system of internal control</p> <p><i>Provide date of review and policy</i></p>	<p>Date: 18 March 2026 Minute reference: 518 (2025/26) Policy URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a></p>
<p>Adopted a procedure on how to make orders for goods or services?</p> <p><i>Provide date and minute reference of approval</i></p>	<p>FRs Date: 28 May 2025 Minute reference: 16 (2025/26) With standard purchase order system implemented</p>
<p>Adopted a procedure for the handling of receipts, both cash and online payments.</p> <p><i>Provide date and minute reference of approval</i></p>	<p>FRs Date: 28 May 2025 Minute reference: 16 (2025/26)</p>
<p>Adopted a payment procedure</p> <p><i>Provide date and minute reference of approval</i></p>	<p>FRs Date: 28 May 2025 Minute reference: 16 (2025/26)</p>
<p>Reviewed the banking arrangements, bank mandates and signatories</p> <p><i>Provide date and minute reference of approval</i></p>	<p>Date: Minute reference:</p>
<p>Adopted a debit card payment procedure</p> <p><i>Provide date and minute reference of approval</i></p>	<p>FRs Date: 28 May 2025 Minute reference: 16 (2025/26)</p>
<p>Confirmed employee remuneration</p> <p><i>Provide date and minute reference of approval</i></p>	<p>Date: 19 January 2025 Minute reference: 409 (2025/26)</p>
<p>Registered with HMRC as an employer</p>	<p><b>Yes</b> / No</p>
<p>Registered with the Pension Regulator</p>	<p><b>Yes</b> / No</p>

Assertion		Action / Evidence
Made appropriate arrangements for handling VAT <i>Review cashbook and 126 VAT Reclaim / Returns</i>	VAT Returns	
Considered how fixed assets and equipment are secured, maintained and managed <i>Provide policy</i>	Risk Management Strategy, suite of policies in respect of HBPH, Management plans for High Hirst and Allotments Lease in respect of parking arrangements with CMBC.	
Reviewed the asset register and confirmed additions and disposals <i>Provide date and minute reference of review</i>	Date: 18 March 2026 Minute reference: 516 (2025/26)	
Reviewed any loans and long-term liabilities <i>Provide evidence</i>	N/A	
<b>Council response:</b>	<b>Yes / No</b>	

Assertion		Action / Evidence
<p><b>Assertion 3:</b> We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this smaller authority to conduct its business on its finances.</p> <p><i>i.e.: has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i></p>		
<b>Compliance with Laws.</b> Has the council:		
Ensured that it has acted within its powers and has not taken a decision which exceeds its powers <sup>6</sup> <i>Provide evidence of powers used</i>	GPC Adopted Scheme of Delegation in place Terms of Reference for Committees	
Ensured that it has recorded all S137 payments separately and totals are within annual limits (if appropriate)	N/A GPC	
Appropriately adopted the General Power of Competence (if applicable) <i>Provide date of adoption and minute reference</i>	Adopted: 4 September 2019 Date: 19 May 2023 Minute reference: 4 (2023/24)	
<b>Council response:</b>	<b>Yes / No</b>	

<sup>6</sup> See 1.22 of the 2025 Practitioners' Guide for more information

Assertion	Action / Evidence
<p><b>Assertion 4:</b> We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p> <p><i>i.e.: during the year has given all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i></p>	
<p><b>Public Rights.</b> Has the council:</p>	
<p>Ensured that the electorate of the parish / town was notified of the public rights period (30 working days including the first 10 working days of July)</p> <p><i>Provide minute reference, link to notice on website and confirm dates including date of notice</i></p>	<p>Minute reference: 18 June 2025 57</p> <p><b>NOTE – To be a separate agenda item for 25/26</b></p> <p>URL: <a href="#">Public Rights Inspection - Hebden Royd Town Council</a></p> <p>Date of publication: 19 June 2025</p> <p>First date: Monday 23 June 2025</p> <p>Last date: 4 August 2025</p>
<p>Published the previous year's AGAR on the website</p> <p><i>Provide URL</i></p>	<p>URL: <a href="#">Annual Return - Hebden Royd Town Council</a></p>
<p>Received, reported and published the External Auditor's report and certificate and</p> <p><i>Provide minute reference and URL</i></p>	<p>Minute reference: 58 (2025/26)</p> <p>URL: <a href="#">Annual Return - Hebden Royd Town Council</a></p>
<p>Published the notice of conclusion of audit on the noticeboards and website</p> <p><i>Provide date of publication and URL</i></p>	<p>Date:</p> <p>URL: <a href="#">Annual Return - Hebden Royd Town Council</a></p>
<p><b>Council response:</b></p>	<p><b>Yes / No</b></p>

Assertion	Action / Evidence
<p><b>Assertion 5:</b> We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required:</p> <p><i>i.e.: considered and documented the financial and other risks it faces and mitigations in place.</i></p>	
<p><b>Risk Management.</b> Has the council:</p>	

Assertion		Action / Evidence
Identified, assessed and recorded all the risks associated with actions and decisions taken during the year <i>Provide date of review of the Risk Assessment / Strategy, minute reference and URL</i>	Review date: 16 July 2025 Minute reference: 104 (2025/26) URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a>	
Addressed those risks by putting in place appropriate measures to mitigate and manage them	Ongoing – Risk Assessments in place and reviewed accordingly. Proper practice implemented and legislation followed.	
Reviewed the insurance in terms of provider <i>Provide date of agreement, minute reference and name of provider</i>	Date agreed: 18 June 2025 Minute reference: 55 (2025/26) Provider Name: Zurich <b>NOTE: Agreed under Payment schedule – separate item for consideration to be included for 26/27</b>	
Reviewed the insurance in terms of cover Provide assurance that the assets and valuations have been reviewed <i>Confirm that the assets on the insurance schedule are correct, the details of the Fidelity Guarantee, Public Liability and Employer’s Liability insurance levels</i>	Assets: 18 March 2026 Minute 517 Fidelity Guarantee: £1,000,000 Public Liability: £10,000,000 minimum* any one event Employer’s Liability: £10,000,000	
Ensured that any assets such as play areas and halls have had statutory checks such as safety inspections.	Details: Picture House – ongoing - annual safety audit High Hirst & Allotments – Monthly audit checks	
<b>Council response:</b>	<b>Yes / No</b>	

Assertion		Action / Evidence
<b>Assertion 6:</b> We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. <i>i.e.: arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this authority.</i>		
<b>Internal Audit.</b> Has the council:		
Provided the Internal Auditor with a Terms of Reference prior to appointment? <i>Date and minute reference of agreement of ToR together with URL</i>	Date: 13 August 2025 Minute reference: 156 (2025/26) URL: <a href="#">Annual Return - Hebden Royd Town Council</a>	

Assertion		Action / Evidence
Received a Terms of Engagement from the Internal Auditor <i>Date of receipt</i>		Date: 30 March 2026
Appointed an independent and competent person to undertake the review? <i>Date and minute reference of appointment</i>		Date: 18 February 2026 Minute reference: 461 (2025/26)
Provided the internal auditor with all documents requested? <i>Review internal audit report</i>		Yes
<b>Council response:</b>		<b>Yes / No</b>

Assertion		Action / Evidence
<p><b>Assertion 7:</b> We took appropriate action on all matters raised in reports from internal and external audit. <i>i.e.: responded to matters brought to its attention by internal and external audit.</i></p>		
<p><b>Internal and External Audit Reports.</b> Has the council:</p>		
<p>Considered all matters raised by both internal and external auditors and documented corrective action as appropriate.</p> <p>This should include receipt of a written Internal Auditor's report explaining their findings.</p>		<p>Date(s): 18 June 2025 16 October 2025 18 February 2026 Minute reference(s): 461,270 58 External Audit – Except for Matters Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'.</p> <p>16 July 2025 – Minute 104 Above addressed in respect of 2025-26</p>

Assertion		Action / Evidence
	List as appropriate: <i>Provide details</i>	See Audit Report – all matters raised by Internal Auditor Completed
	<b>Council response:</b>	<b>Yes / No</b>

Assertion		Action / Evidence
<p><b>Assertion 8:</b> We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate, have included them in the accounting statements.</p> <p><i>i.e.: disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i></p>		
<b>Significant Events.</b> Has the council:		
	Considered the consequences, or potential consequences of any events or actions on the council's finances and whether those need to be reflected in the statement of accounts.	Reference Risk Management and Internal Controls Policy  URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a>
	<b>Council response:</b>	<b>Yes / No</b>

Assertion		Action / Evidence
<p><b>Assertion 9:</b> Trust funds including charitable. The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</p> <p><i>i.e.: has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i></p>		
<b>Trust Funds.</b> Has the council:		
	Understood the difference between a Custodian Trustee and a Sole Managing Trustee?	NA
	If appropriate, met all its responsibilities as a Sole Managing Trustee including reporting the finances as appropriate and holding an AGM as necessary.	Date of report: NA Date of AGM:
	<b>Council response:</b>	<b>Yes / No</b>

Assertion	Action / Evidence
<p><b>Assertion 10:</b> We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review</p> <p>This section is to comply with the 2025/26 AGAR</p>	
<p>Digital and Data Compliance. Has the council:</p>	
<p>A generic email account hosted on an authority-owned domain?</p> <p><i>Provide minute reference if necessary and email address</i></p>	<p>Email address: info@hebdenroydtowncouncil.gov.uk</p>
<p>Complied with the legal requirements for websites under the <a href="#">Accessibility Regulations 2018</a> and <a href="#">WCAG 2.2AA</a></p> <p><i>Provide date website checked</i></p>	<p>Date website checked: 4 March 2026</p> <p>URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a></p>
<p>Adopted a website accessibility statement?</p> <p><i>Provide date of adoption, minute reference and URL to statement</i></p>	<p>Date: 10 September 2025</p> <p>Minute reference: 181 &amp; Minute 204 FC 17.09.25</p> <p>URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a></p>
<p>Adopted a privacy statement?</p> <p><i>Provide date of adoption, minute reference and URL to statement</i></p>	<p>Date: 10 September 2025</p> <p>Minute reference: 181 &amp; Minute 204 FC 17.09.25</p> <p>URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a></p>
<p>Published documentation as specified in the Freedom of Information Act 2000 such as the ICO Publication Scheme?</p> <p><i>Provide publication scheme information including date of adoption, minute reference and URL</i></p>	<p>Date: 18 February 2026</p> <p>Minute reference: 462</p> <p>URL: <a href="#">Policies &amp; Statements - Hebden Royd Town Council</a></p>
<p>Published documentation as specified in the Transparency Codes for Smaller Authorities?</p> <p><i>Provide URL to documentation</i></p>	<p>URL: <a href="#">Transparency Code - Hebden Royd Town Council</a></p>
<p>Adopted an IT Policy</p> <p><i>Provide date of adoption, minute reference and URL to policy</i></p>	<p>Date: 10 September 2025</p> <p>Minute reference: 181 New Policies To be ratified at April FC</p> <p>URL: <a href="#">Transparency Code - Hebden Royd Town Council</a></p>

Assertion	Action / Evidence
Council response:	Yes / No



## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Hebden Royd Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/06/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.hebdenroydtowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

### Hebden Royd Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	412,811	377,735	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	468,548	503,859	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	536,179	579,073	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	538,044	565,005	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	501,759	532,074	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	377,735	363,588	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	421,603	426,070	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	402,238	387,588	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings		0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

08/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Annual Internal Audit Report 2025/26

HEBDEN ROYD TOWN COUNCIL

ENT WWW.HEBDENROYDTOWNCOUNCIL.GOV.UK DRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).  
Date(s) internal audit undertaken: 22/01/2026, 03/03/2026, 28/05/2026  
Name of person who carried out the internal audit: JULIE WINHAM (CFMIIA) CHIEF FINANCIAL AUDITOR

Signature of person who carried out the internal audit: [Redacted] Date: 02/06/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Smaller authority name: **Hebden Royd Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement (a) <b>Monday 9 June</b></p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Emma Green Town Clerk &amp; RFO The Town Hall Hebden Bridge HX7 7BY</p> <p><a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p>01422 842181</p> <p>commencing on (c) <b>Monday 15 June 2026</b> and ending on (d) <b>Friday 24 July 2026</b></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>30 Churchill Place</b> <b>London E14 5RE</b> <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p>5. This announcement is made by (e) <b>Emma Green – TOWN CLERK &amp; RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

**MINUTES of the MEETING  
of the TOWN COUNCIL  
held MONDAY 18 MAY 2026**

**PRESENT**

**Councillors**

Woodhead (Chair from item 2), Boden, Borrowes, Butterick, Cammack, Guilfoyle, Harvey, Hedges, Hoyle, Macdonald, Morse, Parry, Trickett and Turner.

**Deputy Town Clerk** E Andrews

Also - 1 member of the public.

**ABSENT**

**Councillors**

Boggis, Fraser, Howes.

26(FC)008	<p><b>1. PUBLIC QUESTION TIME.</b> There were no questions raised at this meeting.</p>
26(FC)009	<p><b>2. APOLOGIES AND REASONS FOR ABSENCE.</b> Apologies were received from Cllrs; Boggis due to rehearsals for show, Fraser due to ill health,</p> <p><b>RESOLVED:</b> to note the apologies and to approve the reasons for absence.</p>
26(FC)010	<p><b>3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.</b> There were no members interests raised at this meeting.</p>
26(FC)011	<p><b>4. PLANNING APPLICATIONS</b></p> <p>a. <b>Application 26/00165/FUL</b> at 3 Fair View, Wood Hey Lane, Hebden Bridge, HX7 6JQ for Change of use of ancillary outbuilding into dwelling. (Caldene ward). <b>RESOLVED: No Objection</b></p>

- b. **Application 26/20044/TPO** at Beckfoot, Cragg Road, Mytholmroyd, HX7 5RX for Fell one tree (Tree Preservation Order). (Cragg Vale ward).  
**RESOLVED: No Objection**
- c. **Application 26/00184/FUL** at Opposite 5 To 7 Oakville Road, Hebden Bridge for Detached Dwelling. (Fairfield ward).  
**RESOLVED: No Objection**
- d. **Application 26/20040/TPO** at 7 The Brook, Mytholmroyd, HX7 5ED for Fell one tree (Tree Preservation Order). (Cragg Vale ward).  
**RESOLVED: No Objection**
- e. **Application 26/00207/FUL** at Crossley Mill Children's Centre, New Road, Hebden Bridge, HX7 8AD for 3 storey extension. (Fairfield ward).  
**RESOLVED: No Objection**, providing marina furniture including the Twinning plaque on the wall are reinstated.
- f. **Application 26/00283/FUL** at 9 Bridge Gate, Hebden Bridge, HX7 8EX for Change of use of first floor (Class E(b)) to flat (Class C3). New external staircase. (Fairfield ward).  
**RESOLVED: No Objection**
- g. **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). (White Lee ward).  
**RESOLVED: No Objection**
- h. **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. (White Lee ward).  
**RESOLVED: No Objection**
- i. **Application 26/00325/HSE** at The Old Stables, Blackstone Edge Road, Cragg Vale, HX7 5TG for First floor extension with roof balcony and additional decking. (Cragg Vale ward).  
**RESOLVED: No Objection**



Date: 18/05/2026  
Time: 11:35:09

**Hebden Royd Town Council**  
**Statement of Account**

From: Month 12, March 2026  
To: Month 12, March 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
<b>Income</b>								
Precept	0.00	0.00	0.00	0.00	503,438.19	95.19	503,859.00	(420.81)
Station Road Car Park	0.00	0.00	0.00	0.00	15,108.61	2.86	14,000.00	1,108.61
LE & Climate Income	0.00	0.00	0.00	0.00	1,010.00	0.19	500.00	510.00
Hanging Baskets	(490.00)	67.57	0.00	(490.00)	5,330.40	1.01	7,500.00	(2,169.60)
Allotments	(77.00)	10.62	0.00	(77.00)	1,864.84	0.35	1,500.00	364.84
Projects & Events Income	(158.19)	21.81	50.00	(208.19)	191.77	0.04	500.00	(308.23)
Other Income	0.00	0.00	0.00	0.00	1,906.88	0.36	0.00	1,906.88
	(725.19)	100.00	50.00	(775.19)	528,850.69	100.00	527,859.00	991.69
<b>Committees, Projects and Awards</b>								
Awards Kaberry & Baker	0.00	0.00	0.00	0.00	1,400.00	0.26	2,100.00	700.00
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	9,600.00	(1,323.79)	0.00	(9,600.00)	74,754.62	14.14	80,000.00	5,245.38
LE & CE Land & Biodiversity	115.00	(15.86)	0.00	(115.00)	8,733.49	1.65	5,770.00	(2,963.49)
LE & CE Environmental Projects	40.00	(5.52)	0.00	(40.00)	5,080.00	0.96	7,000.00	1,920.00
LE & CE Hanging Baskets	0.00	0.00	0.00	0.00	16,522.00	3.12	15,000.00	(1,522.00)
LE & CE Allotments	0.00	0.00	125.00	125.00	2,956.98	0.56	1,500.00	(1,456.98)
P & E Xmas Lights & Evenets	0.00	0.00	0.00	0.00	52,217.97	9.87	55,000.00	2,782.03
P & E Happy Hounds	0.00	0.00	0.00	0.00	984.31	0.19	1,000.00	15.69
P & E New Projects	404.82	(55.82)	1,500.00	1,095.18	9,120.47	1.72	18,200.00	9,079.53
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	5,000.00	5,000.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	207.00	0.04	1,000.00	793.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,865.00	0.35	4,500.00	2,635.00
Twining	0.00	0.00	0.00	0.00	3,179.88	0.60	3,000.00	(179.88)
	10,159.82	(1,400.99)	2,875.00	(7,284.82)	177,049.72	33.48	199,270.00	22,220.28
<b>Gross Profit/(Loss):</b>	(10,885.01)	1,500.99	(2,825.00)	(8,060.01)	351,800.97	66.52	328,589.00	23,211.97
<b>Administration</b>								
Salaries	20,724.91	(2,857.86)	20,497.50	(227.41)	233,015.52	44.06	242,970.00	9,954.48
HR Support	580.18	(80.00)	576.00	(4.18)	6,651.90	1.26	6,912.00	260.10
Courses & Training	37.49	(5.16)	150.00	112.60	3,645.08	0.69	3,000.00	(645.08)
Team Building	0.00	0.00	0.00	0.00	590.85	0.11	1,500.00	909.15
Staff Uniforms	0.00	0.00	84.00	84.00	374.82	0.07	1,008.00	633.18
Office Expenditure	2,833.13	(390.67)	1,166.66	(1,666.47)	21,152.88	4.00	14,000.00	(7,152.88)
Website	955.00	(131.69)	0.00	(955.00)	1,654.96	0.31	500.00	(1,154.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.81	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	2,126.50	0.40	2,000.00	(126.50)
Bank Charges	0.00	0.00	0.00	0.00	102.91	0.02	0.00	(102.91)
Stripe Fees	50.78	(7.00)	0.00	(50.78)	55.74	0.01	0.00	(55.74)
Audit	0.00	0.00	0.00	0.00	469.85	0.09	4,000.00	3,530.15
Election expenses	0.00	0.00	15,000.00	15,000.00	0.00	0.00	15,000.00	15,000.00
Clocks	0.00	0.00	0.00	0.00	2,475.00	0.47	2,000.00	(475.00)
Mayors Allowance	0.00	0.00	416.66	416.66	2,231.53	0.42	5,000.00	2,768.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	500.00	500.00
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	12.50	12.50	0.00	0.00	50.00	50.00
Accounts Support	169.00	(23.30)	0.00	(169.00)	338.00	0.06	0.00	(338.00)
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
Legal & Professional services	180.00	(24.82)	1,000.00	820.00	11,268.00	2.13	15,000.00	3,732.00
	25,530.40	(3,520.51)	38,944.98	13,414.58	290,411.86	54.91	335,355.00	44,943.14
<b>Net Profit/(Loss):</b>	(36,415.41)	5,021.50	(41,769.98)	5,354.57	61,389.11	11.61	(6,766.00)	68,155.11

26(FC)016

**9. BANK RECONCILIATION**  
**RESOLVED:** To note the information.

26(FC)017

**10. HRTC & HBPH PAYMENT SCHEDULE****RESOLVED:** to authorise payments totaling £ 44,945.75.Payment and Receipt Schedule  
18.05.26Hebden Royd Town Council  
Accounts to be Paid

## Item

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	The Proxy Worx	Monthly DPO Fee plus FOI x 7 and DSAR x 2	INV-2062	£ 1,176.00	DPO & FOI Guidance	BACS
b	Calderdale Council	By-Election 15 Jan 2026	IN26025564	£ 7,370.87	Elections	BACS
c	Dodnaze Community	Room booking Meadows Day 4 July 2026	INV-0051	£ 40.00	Local Environment	BACS
d	Eco Green Living	Artwork - replacement set	INV18648	£ 64.79	Local Environment	BACS
e	Steven Smith	Leading Dawn Chorus Walk	Thursday, May 7	£ 50.00	Local Environment	BACS
f	Dalton Smith Accountants	Payroll Services for April	INV-0572	£ 202.80	Office	BACS
g	Hebden Bridge Community Associa	Recharges- Data, IT, Phone Lines, Calls, Cleaning	19314	£ 153.00	Office	BACS
h	P3	Domain Name Hosting	39522	£ 147.60	Office	BACS
i	P3	Microsoft 365 Business Stn	39836	£ 177.42	Office	BACS
j	Bridge Rosettes	Rosettes for Happy Hounds	07-Apr-26	£ 83.00	Project & Events	BACS
k	The Fire Man Dave	Circus skills workshop at Happy Hounds	1503	£ 375.00	Project & Events	BACS

**£ 9,840.48**

## Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Breakthrough Communications	Council Hive Premium Service	INV-20211659	£ 2,394.00	DPO & FOI Guidance	BACS
b	Cancer Research UK	Donation to Flossy's Funding Page	P48JBCE5	£ 250.00	Mayors Allowance	Card
c	Coop	Milk	46132	£ 1.85	Office	Card
d	Fleur De Lys	Flowers	46135	£ 36.00	Office	Card
e	Post Office	Postage	46132	£ 5.45	Office	Card
f	Enterprise	Van hire for Happy Hounds	38GX27	£ 181.10	Project & Events	card
g	HT Direct Event Services Ltd	First Aid Cover x 2 at Happy Hounds	1084	£ 525.00	Project & Events	BACS

**£ 3,393.40**

## Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	EE	EE Charges April 2026	V02460856912	£ 88.02	Office	DD
b	Euro Digital Systems	Monthly Network Print Jan/Feb	159943	£ 200.88	Office	BACS
c	Euro Digital Systems	Monthly Network Print Apr/ May	165391	£ 271.81	Office	BACS
d	Peninsula	Business Services	U005608360	£ 689.76	Office	DD
e	Sage	Sage 50c Accounts Annual fee	INV21837027	£ 1,238.40	Office	DD
f	Pennine Alliance Learning Trust	Service to the Community Award	10th February	£ 100.00	Office	DD

**£ 2,588.87****TOTAL PAYMENTS****£ 15,822.75**

**Payment and Receipt Schedule  
18/05/2026**

**Hebden Bridge Picture House**

**To be Paid in Advance by the Clerk**

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Cleaning Supplies	INVKEI-86724	£ 98.10	BACS
b	PPS	Cleaning Supplies	INVKEI-87348	£ 48.00	BACS
c	Mandy Ward Artist Management	Expenses	002779	£ 672.40	BACS
d	Eden Farm	Kiosk	511727	£ 342.94	BACS
e	Jimmys	Kiosk	INV26703611	£ 713.41	BACS
t	JL Brooks	Kiosk	676443	£ 261.34	BACS
g	JL Brooks	Kiosk	678894	£ 203.74	BACS
h	Just Jennys	Kiosk	8609	£ 118.80	BACS
i	Just Jennys	Kiosk	8563	£ 117.60	BACS
j	Just Jennys	Kiosk	8621	£ 115.20	BACS
k	Matthew Clark	Kiosk	4159109 CREDIT	-£ 58.22	
l	Matthew Clark	Kiosk	4131225	£ 435.66	BACS
m	Matthew Clark	Kiosk	4176212	£ 432.71	BACS
n	Suma	Kiosk	C38365 CREDIT	-£ 67.35	
o	Suma	Kiosk	A55835	£ 280.95	BACS
p	Suma	Kiosk	A58147	£ 277.85	BACS
q	The Buttercup Bakery	Kiosk	No357	£ 65.00	BACS
r	The Buttercup Bakery	Kiosk	No358	£ 76.60	BACS
s	The Buttercup Bakery	Kiosk	No359	£ 108.80	BACS
t	The Buttercup Bakery	Kiosk	No360	£ 256.80	BACS
u	The Buttercup Bakery	Kiosk	No361	£ 59.80	BACS
v	The Buttercup Bakery	Kiosk	No362	£ 247.80	BACS
w	Vocation Brewery	Kiosk	173767	£ 286.90	BACS
x	Vocation Brewery	Kiosk	175600	£ 542.12	BACS
y	Color Yorkshire	Maintenance	April 26	£ 119.96	BACS
z	P&D Builders	Maintenance	19/04/26	£ 280.00	BACS
aa	Print Bureau	Marketing	PB9165	£ 36.00	BACS
bb	Print Bureau	Marketing	PB9180	£ 24.00	BACS
cc	Print Bureau	Marketing	PB9223	£ 12.00	BACS
dd	Print Bureau	Marketing	PB9224	£ 37.50	BACS
ee	PPL PRS	Music Licence	SIN3309962	£ 169.55	BACS
ff	PRS	Office	SINV00022167	£ 222.00	BACS
gg	Savoy Systems Ltd	Oscar	C-0526-34	£ 686.81	BACS
hh	UK Cinema Association	PRS	INV-4938	£ 144.00	BACS
ii	Altitude Film	Royalties	50158	£ 317.45	BACS
jj	Altitude Film	Royalties	50414	£ 227.50	BACS
kk	Altitude Film	Royalties	50443	£ 74.56	BACS
ll	BFI	Royalties	BKI00480520	£ 120.00	BACS
mm	Commoners Choir	Royalties	CC/HBPH01	£ 238.00	BACS
nn	Conic	Royalties	3597	£ 449.40	BACS
oo	Curzon	Royalties	9713	£ 256.20	BACS
pp	Curzon	Royalties	9882	£ 91.70	BACS
qq	Curzon	Royalties	9883	£ 456.76	BACS
rr	Disney	Royalties	2311210	£ 156.10	BACS
ss	Lions Gate	Royalties	80233330	£ 805.36	BACS
tt	National Theatre	Royalties	SINRNT1039870	£ 485.65	BACS
uu	National Theatre	Royalties	SINRNT1039868	£ 1,265.00	BACS
vv	Park Circus	Royalties	1485115	£ 284.45	BACS
ww	Park Circus	Royalties	1487595	£ 168.00	BACS
xx	Park Circus	Royalties	1487763	£ 372.30	BACS
yy	Park Circus	Royalties	1490018	£ 150.00	BACS
zz	Picture House Ent	Royalties	23491	£ 518.70	BACS
aaa	Picture House Ent	Royalties	23716	£ 274.06	BACS
bbb	Picture House Ent	Royalties	24266	£ 364.36	BACS
ccc	Sony	Royalties	1692644-1	£ 1,552.40	BACS
ddd	Trafalgar	Royalties	384689	£ 814.50	BACS
eee	Trafalgar	Royalties	388306	£ 246.00	BACS
fff	Trinity	Royalties	INV-5542	£ 321.65	BACS
ggg	Warner Bros	Royalties	23372230	£ 324.40	BACS
hhh	Warner Bros	Royalties	23372238	£ 529.20	BACS

**£ 18,232.47**

**Direct Debits**

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Banking	131	£ 55.31	DD
b	The Co-operative Bank	Banking	Bank Charges Direct Debit 05/03/26 JM	£ 59.32	DD
c	Crott	Office	83135	£ 175.54	DD
d	Spotify	Office	02/03/26 Direct Debit JM	£ 12.99	DD
e	Apple	Office	04/03/26 Direct Debit JM	£ 0.99	DD
f	Croft	Office	16/02/26 Direct Debit JM	£ 154.14	DD
g	Apple	Office	04/03/26 Direct Debit JM	£ 0.99	DD
h	Clover	Oscar	FMS Mar 4521 Direct Debit JM	£ 168.03	DD
i	Clover	Oscar	FMS Mar 4513 Direct Debit JM	£ 203.68	DD

	j k l m n	Clover Clover Crown Gas Crown Gas Scottish Power	Oscar Oscar Utilities Utilities Utilities	FMS Feb 454 Direct Debit JM FMS Feb 4514 Direct Debit JM 3905867 3938085 20/03/26 Direct Debit JM	£ 180.96 DD £ 292.13 DD £ 1,897.35 DD £ 1,363.23 DD £ 538.53 DD
					<b>£ 5,103.19</b>
		<b>Payments paid by Clerk</b>			
	<b>Item no:</b>	<b>Payee</b>	<b>Details</b>	<b>Invoice No</b>	<b>Amount</b>
	a	Oicome	Licence	90055092	£ 75.00 Card
	b	Paul Ashton	Maintenance	20/03/26 PAID JM	£ 362.04 BACS
	c	Amazon	Office	04/03/26 PAID JM	£ 3.96 Card
	d	Janus	Office	16/02/26 Paid JM	£ 135.66 BACS
	e	RBF Loyd	Office	25/02 PAID JM	£ 55.00 BACS
	f	Amazon	Office	27/02/26 PAID JM	£ 25.77 Card
	g	Post Office	Petty Cash	26/02/26 PAID JM	£ 195.67 Card
	h	AM Digital	Projection	AMD2643	£ 519.14 BACS
	i	Film Boutique	Royalties	PSI-FBF-26-0114	£ 400.00 BACS
	j	MNDA	Royalties	13 Apri 2026	£ 250.00 BACS
	k	Universal	Royalties	2231803495-1	£ 1,429.80 BACS
	l	Universal	Royalties	22314803503-1	£ 580.20 BACS
	m	Universal	Royalties	22314804347-1	£ 568.70 BACS
	n	Universal	Royalties	22314805451-1	£ 466.40 BACS
	o	Universal	Royalties	22314810474-1	£ 120.00 BACS
	p	DeSimone	Screen 2 Project	341	£ 600.00 BACS
					<b>£ 5,787.34</b>
			<b>PAYMENTS</b>		<b>£ 29,123.00</b>
<b>26(FC)018</b>	<b>11.</b>	<b>ATTENDANCE REGISTER</b>			
		<b>RESOLVED:</b> to note the information.			
<b>26(FC)019</b>	<b>12.</b>	<b>STANDING ORDERS &amp; FINANCIAL REGULATIONS</b>			
		<b>RESOLVED:</b> to note the information.			
<b>26(FC)020</b>	<b>13.</b>	<b>COMMITTEES &amp; SCHEME OF DELEGATION</b>			
		<b>RESOLVED:</b> to adopt the revised committees & scheme of delegation.			
<b>26(FC)021</b>	<b>14.</b>	<b>COMMITTEE MEMBERSHIP</b>			
		Cllrs on the Twinning Committee requested a meeting be called among the Twinning Committee ahead of the upcoming Warstein visit in June. The Deputy Clerk advised this would be communicated to the appropriate officer.			
		<b>RESOLVED:</b> to elect members to committees as proposed.			
<b>26(FC)022</b>	<b>15.</b>	<b>APPOINTMENT OF INTERNAL FINANCIAL CONTROLLERS</b>			
		Cllrs Boden, Guilfoyle and Hedges were nominated.			
		<b>RESOLVED:</b> Guilfoyle and Hedges were appointed as financial controllers for the period 26/27.			
<b>26(FC)023</b>	<b>16.</b>	<b>APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES</b>			
		Cllr Cammack requested to join the Town and Parish Council Liaison Committee, currently represented by Cllr Woodhead. There was further discussion and support from Cllr Boden, who			

	<p>reminded members that any Cllr can attend the meetings if they wish to do so.</p> <p><b>RESOLVED:</b> to appoint the representatives to outside bodies as proposed.</p>
26(FC)024	<p><b>17. INSURANCE FOR HEBDEN ROYD TOWN COUNCIL</b></p> <p><b>RESOLVED:</b> to approve the 26/27 insurance agreement for HRTC</p>
26(FC)025	<p><b>18. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT</b></p> <p>The new Mayor reflected on the Mayor making event on 12 May and shared his enthusiasm for the hard work taking place in the community as exemplified by the recipients of the respective Service to the Community and Youth Division Awards.</p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)026	<p><b>19. MINUTES OF THE TOWN COUNCIL held 15 APRIL 2026</b></p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)027	<p><b>20. MINUTES OF THE STRATEGY &amp; REVIEW COMMITTEE held 22 APRIL 2026</b></p> <p>There was discussion prompted by Cllr Boden on GDPR &amp; the transfer of data abroad by the previous DPO, as this is not noted in any of the HRTC policies on the website. She advised that she has written to the ICO on the matter.</p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)028	<p><b>21. MINUTES OF THE STAFFING COMMITTEE held 22 APRIL 2026</b></p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)029	<p><b>22. MINUTES OF THE STRATEGY &amp; REVIEW COMMITTEE held 28 APRIL 2026</b></p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)030	<p><b>23. MINUTES OF THE PROJECT &amp; EVENTS COMMITTEE held 29 APRIL 2026</b></p> <p><b>RESOLVED:</b> To note the information.</p>

26(FC)031	<p><b>24. MINUTES OF THE PICTURE HOUSE COMMITTEE held 6 MAY 2026</b></p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)032	<p><b>25. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 12 MAY 2026.</b></p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)033	<p><b>26. WORKING GROUPS</b></p> <p>Cllr Guilfoyle confirmed that the DAF group are now meeting once every two months rather than once a month. They are currently looking at accessible taxi provision across Calderdale. DAF are also looking to communicate with the CMBC Scrutiny Board following Cllr Jonathan Timbers losing his seat who was previously an advocate for work on community welfare.</p> <p><b>RESOLVED:</b> To note the information.</p>
26(FC)034	<p><b>27. REPRESENTATIVES TO OUTSIDE BODIES</b></p> <p>Cllr Harvey reported on attending the CEP Parish Forum meeting held online, noting it clashed with the time of the Annual Town Meeting. Slides and notes from the meeting were circulated to all members. To date, a diversity of environmental topics have been covered, and these have added valuable detail and context to the windfarm discussion. The next meeting is due to take place at the end of June.</p> <p>Cllr. Butterick is working with Cllr. Kimber to consider potential inconsistencies in the CEP document. Cllr Butterick is attempting to organise a meeting with NESO to consider and discuss their policy in this issue.</p> <p>Cllr Hedges added that the Hebden Bridge Band have announced they are not having a marching band competition this year while they focus on internal organisational planning.</p> <p><b>RESOLVED:</b> To note the information.</p>

26(FC)035	<p><b>28. EXCLUSION OF THE PRESS AND PUBLIC</b> <b>RESOLVED:</b> 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.</p>
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Meeting finished at 8:51pm.

**COMMUNITY FUNDING**  
**held TUESDAY 26 MAY 2026 at**  
**GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL**

**PRESENT  
Councillors**

Borrows, Cammack, Fraser, Guilfoyle, Howes and Hoyle

**Minutes**

B Moore – Communication's and Engagement Coordinator

**ABSENT  
Councillors**

Trickett

**MINUTES**

<b>26(CF)036</b>	<p><b>1. Election of Chair and Deputy Chair of the Community Funding Committee for the council year 2026-27.</b></p> <p><b>RESOLVED:</b> that Cllr Guilfoyle be Chair of the Community Funding Committee for 2026 - 27.</p> <p><b>RESOLVED:</b> that Cllr Hoyle be Deputy Chair of the Community Funding Committee for 2026 - 27.</p>
<b>26(CF)037</b>	<p><b>2. Apologies for Absence and any substitutions.</b></p> <p>Apologies were received from Cllr Trickett - Out of the country.</p> <p><b>RESOLVED:</b> To note apologies and approve the reasons for absence.</p>
<b>26(CF)038</b>	<p><b>3. Terms of Reference for Community Funding and Application Guidance.</b></p> <p><b>RESOLVED:</b> To adopt the Terms of Reference and Application Guidance, with one amendment to the Application Guidance - to remove "in exceptional circumstances" from point 2.1.</p>
<b>26(CF)039</b>	<p><b>4. Members` Interests relating to agenda items for this meeting.</b></p> <p>There were no members interests reported at this meeting.</p>
<b>26(CF)040</b>	<p><b>5. Matters arising from Minutes of Meeting held 25 March 2026 not itemised on this Agenda.</b></p>

	<p><b>RESOLVED:</b> in respect of  534b) Valley Community Meals – note that the agreement was ‘suggested’, to be followed up by Community Funding.  534b) Scout Road Park Community Group – Cllrs Trickett and Cammack to be invited to join the committee as a HRTC representatives to support the project.</p>				
<b>26(CF)041</b>	<p><b>6. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL</b></p> <table border="0"> <tr> <td>a) Hebden Bridge Junior Band</td> <td style="text-align: right;">8pm</td> </tr> <tr> <td>Bigger and Better Band Project</td> <td style="text-align: right;">£4597.50</td> </tr> </table> <p><b>RESOLVED:</b> to award £5,000. This includes the original request of £4597.50, plus an additional £402.50 to be used for a year’s membership for a young person whose family face financial hardship.</p>	a) Hebden Bridge Junior Band	8pm	Bigger and Better Band Project	£4597.50
a) Hebden Bridge Junior Band	8pm				
Bigger and Better Band Project	£4597.50				
<b>26(CF)042</b>	<p><b>7. EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>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.</p>				

Meeting finished at 8:50pm.