26 October 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 2 November 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. HEBDEN BRIDGE COMMUNITY ASSOCIATION
To receive an update on matters regarding the former Hope Baptist Chapel.

5. 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 26/00399/FUL** at Land South East Of The Hatcheries, Hall Bank Lane, Mytholmroyd for 2No five bedroom detached houses. (Cragg Vale ward).

b. **Application 26/00738/FUL** at Belvoir House, Caldene Business Park, Burnley Road, Mytholmroyd, HX7 5QJ for Change of Use of Former Manufacturing Premise including Offices to Padel Centre with Associated Gym and Pilates Studio (Class E(d)). (Cragg Vale ward).

c. **Application 26/00724/HSE** at Park Fold Cottage, 3 Park Fold, Park Lane, Mytholmroyd, HX7 5BL for Alteration and extension of a Grade II listed cottage including the removal of an existing staircase, the construction of a new staircase, minor changes to the internal arrangement and the construction of a rear extension. (Caldene 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.

6. APPLICATIONS FOR PLANNING PERMISSION <u>GRANTED</u> BY CALDERDALE MBC

✓ a. Application 26/10016/ADV at 30 Bridge Gate, Hebden Bridge, HX7 8EX for New proposed sign to match existing.

7. APPLICATIONS FOR PLANNING PERMISSION <u>REFUSED</u> BY CALDERDALE MBC

X a. Application 26/10017/ADV at 41 Market Street, Hebden Bridge, HX7 6EU for Replacement window vinyls.

8. 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).

9. HRTC & HBPH BANK RECONCILIATION

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

10. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £38,342.51 (enc).

11. COMMUNICATIONS

To consider communications as presented and decide on actions.

a. Upper Tribunal Notice of Determination
b. YLCA 2027 Royal Garden Party Nomination

12. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

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

13. MINUTES OF THE COMPLAINTS COMMITTEE held 14 September 2026

To receive minutes for information. (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).

14. MINUTES OF THE TOWN COUNCIL held 5 October 2026

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

15. MINUTES OF THE TWINNING COMMITTEE held 12 October 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 PROJECT & EVENTS COMMITTEE held 13 October 2026

To receive minutes for information and endorse recommendations therein. (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).

17. MINUTES OF THE STAFFING COMMITTEE held 19 October 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. CIVILITY & RESPECT PLEDGE

To consider signing the Civility & Respect Pledge and to decide on actions (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.

Hebden Royd Town Council
Statement of Account

From: Month 6, September 2026
To: Month 6, September 2026

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

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	27,966.27	67.77	32,133.33	(4,167.06)	159,740.09	64.19	192,799.98	(33,059.89)
Kiosk Sales - Food & Beverages	9,871.45	23.92	11,306.67	(1,435.22)	58,309.79	23.43	67,840.02	(9,530.23)
KIosk Sales - Merchandise	24.17	0.06	0.00	24.17	138.33	0.06	0.00	138.33
Memberships	1,528.00	3.70	875.00	653.00	7,738.00	3.11	5,250.00	2,488.00
Private Hire & parties	385.00	0.93	1,666.67	(1,281.67)	4,214.46	1.69	10,000.02	(5,785.56)
Shop Rentals	595.83	1.44	1,335.00	(739.17)	7,778.46	3.13	8,010.00	(231.54)
Screen Advertising	0.00	0.00	800.00	(800.00)	5,799.55	2.33	4,800.00	999.55
Donaations received	331.49	0.80	83.33	248.16	1,474.38	0.59	499.98	974.40
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	13,497.00	(13,497.00)
Gift Vouchers sold	564.76	1.37	500.00	64.76	2,484.30	1.00	3,000.00	(515.70)
Bank Interest Received	0.00	0.00	83.33	(83.33)	1,181.28	0.47	499.98	681.30
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	25.02	(25.02)
	41,266.97	100.00	51,037.00	(9,770.03)	248,858.64	100.00	306,222.00	(57,363.36)
Direct Costs								
Royalties	18,506.12	44.84	13,020.00	(5,486.12)	56,392.98	22.66	78,120.00	21,727.02
Kiosk supplies - Food & Beverages	5,386.65	13.05	4,183.47	(1,203.18)	22,751.32	9.14	25,100.82	2,349.50
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	250.02	250.02
Repairs, Alterations & Maintenance	719.82	1.74	916.67	196.85	2,018.23	0.81	5,500.02	3,481.79
	24,612.59	59.64	18,161.81	(6,450.78)	81,162.53	32.61	108,970.86	27,808.33
Running Costs								
Energy	1,067.71	2.59	1,333.33	265.62	9,422.79	3.79	7,999.98	(1,422.81)
Water	0.00	0.00	339.50	339.50	551.79	0.22	2,037.00	1,485.21
Waste & recycling	662.61	1.61	216.67	(445.94)	2,041.83	0.82	1,300.02	(741.81)
Cleaning Materials & equipment	341.99	0.83	300.00	(41.99)	1,583.15	0.64	1,800.00	216.85
Projection Equipment	10.83	0.03	83.33	72.50	385.53	0.15	499.98	114.45
Screen 2 Project	0.00	0.00	0.00	0.00	1,481.44	0.60	0.00	(1,481.44)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	250.02	250.02
Buildings Insurance	0.00	0.00	700.00	700.00	8,705.76	3.50	4,200.00	(4,505.76)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	600.00	600.00
Office Expenses	2,494.62	6.05	166.67	(2,327.95)	6,877.16	2.76	1,000.02	(5,877.14)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	100.02	100.02
PRS & PPL Licenses	0.00	0.00	191.67	191.67	1,828.77	0.73	1,150.02	(678.75)
Training	0.00	0.00	125.00	125.00	1,049.52	0.42	750.00	(299.52)
Bank Charges	51.28	0.12	166.67	115.39	298.62	0.12	1,000.02	701.40
Box Office Oscar	471.31	1.14	916.67	445.36	5,360.81	2.15	5,500.02	139.21
Heritage Development stage	0.00	0.00	2,249.50	2,249.50	99.50	0.04	13,497.00	13,397.50
Marketing	90.00	0.22	166.67	76.67	1,074.90	0.43	1,000.02	(74.88)
	5,190.35	12.58	7,114.02	1,923.67	40,761.57	16.38	42,684.12	1,922.55
Gross Profit/(Loss):	11,464.03	27.78	25,761.17	(14,297.14)	126,934.54	51.01	154,567.02	(27,632.48)
Staff Costs								
Staff Costs	36,492.01	88.43	27,827.03	(8,664.98)	177,450.60	71.31	166,962.18	(10,488.42)
	36,492.01	88.43	27,827.03	(8,664.98)	177,450.60	71.31	166,962.18	(10,488.42)
Net Profit/(Loss):	(25,027.98)	(60.65)	(2,065.86)	(22,962.12)	(50,516.06)	(20.30)	(12,395.16)	(38,120.90)

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

From: Month 6, September 2026
To: Month 6, September 2026

Chart of Accounts: TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	524,013.00	93.87	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	0.00	0.00	0.00	0.00	30.00	0.01	0.00	30.00
Hanging Baskets	0.00	0.00	0.00	0.00	5,890.00	1.06	7,740.00	(1,850.00)
Allotments	30.00	100.00	0.00	30.00	2,115.00	0.38	2,000.00	115.00
Projects & Events Income	0.00	0.00	0.00	0.00	448.98	0.08	0.00	448.98
Bank Interest	0.00	0.00	0.00	0.00	739.86	0.13	500.00	239.86
Other Income	0.00	0.00	625.00	(625.00)	0.00	0.00	1,250.00	(1,250.00)
	30.00	100.00	625.00	(595.00)	558,204.01	100.00	550,503.00	7,701.01
Committes, Projects and Awards								
Awards Kaberry & Baker	0.00	0.00	1,600.00	1,600.00	0.00	0.00	1,600.00	1,600.00
Awards Service to the community	0.00	0.00	0.00	0.00	334.00	0.06	250.00	(84.00)
Community Funding	0.00	0.00	11,666.00	11,666.00	21,000.00	3.76	35,000.00	14,000.00
LE & CE Land & Biodiversity	820.74	2,735.80	740.75	(79.99)	2,032.32	0.36	4,444.50	2,412.18
LE & CE Environmental Projects	1,733.00	5,776.67	17,500.00	15,767.00	15,631.50	2.80	20,500.00	4,868.50
LE & CE Allotments	242.80	809.33	0.00	(242.80)	1,323.72	0.24	1,340.00	16.28
LE & CE Van	0.00	0.00	500.00	500.00	0.00	0.00	2,000.00	2,000.00
P & E Xmas Events	650.00	2,166.67	0.00	(650.00)	676.67	0.12	10,000.00	9,323.33
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	4,000.00	3,733.50
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	3,358.96	11,196.53	0.00	(3,358.96)	14,858.50	2.66	20,000.00	5,141.50
Twinning	(256.00)	(853.33)	0.00	256.00	1,500.65	0.27	2,000.00	499.35
Picture House revenue support	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	6,549.50	21,831.67	33,006.75	26,457.25	59,073.33	10.58	123,134.50	64,061.17
Gross Profit/(Loss):	(6,519.50)	(21,731.67)	(32,381.75)	25,862.25	499,130.68	89.42	427,368.50	71,762.18
Administration								
Salaries	23,455.53	78,185.10	21,187.00	(2,268.53)	120,812.55	21.64	127,122.00	6,309.45
HR Support	580.18	1,933.93	576.75	(3.43)	5,816.08	1.04	3,460.50	(2,355.58)
Courses & Training	368.61	1,228.70	0.00	(368.61)	688.61	0.12	2,600.00	1,911.39
Team Building	100.00	333.33	0.00	(100.00)	100.00	0.02	0.00	(100.00)
Office Expenditure	1,516.75	5,055.83	1,000.00	(516.75)	11,018.33	1.97	5,000.00	(6,018.33)
Website	0.00	0.00	208.33	208.33	660.00	0.12	1,249.98	589.98
Public Liability Insurance	0.00	0.00	0.00	0.00	4,780.98	0.86	4,500.00	(280.98)
Subscriptions	(1,365.00)	(4,550.00)	0.00	1,365.00	1,765.49	0.32	0.00	(1,765.49)
Stripe Fees	0.56	1.87	0.00	(0.56)	64.23	0.01	0.00	(64.23)
Audit	0.00	0.00	0.00	0.00	1,997.15	0.36	2,000.00	2.85
Election expenses	0.00	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00
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	2,000.00	(219.86)
Hospitality	0.00	0.00	100.00	100.00	0.00	0.00	300.00	300.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Accounts Support	1,176.00	3,920.00	208.33	(967.67)	4,266.89	0.76	3,249.98	(1,016.91)
Legal & Professional services	0.00	0.00	900.00	900.00	2,975.00	0.53	5,400.00	2,425.00
Screen 2	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	25,832.63	86,108.77	33,180.41	7,347.78	157,573.82	28.23	185,182.46	27,608.64
Net Profit/(Loss):	(32,352.13)	(107,840.43)	(65,562.16)	33,210.03	341,556.86	61.19	242,186.04	99,370.82

Hebden Royd Town Council
Bank Reconciliation

Bank Ref:	1250	Date To:	30/09/2026
Bank Name:	HBPH - Current Account	Statement Ref:	1
Currency:	Pound Sterling		

Balance as per cash book at 30/09/2026: 15,689.69

Add: Unpresented Payments

Tran No	Date	Ref	Details	£

0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£

0.00

Reconciled balance : 15,689.69

Balance as per statement : 15,689.69

Difference : 0.00

Hebden Royd Town Council

Bank Reconciliation

Bank Ref:	1200	Date To:	30/09/2026
Bank Name:	HRTC - Current Account	Statement Ref:	1200 2026-10-07 01
Currency:	Pound Sterling		

Balance as per cash book at 30/09/2026: 22,757.00

Add: Unpresented Payments

Tran No	Date	Ref	Details	£

0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£

0.00

Reconciled balance : 22,757.00

Balance as per statement : 22,757.00

Difference : 0.00

Payment and Receipt Schedule **Hebden Bridge Picture House**
02/11/2026

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Cleaning	INVKEI-95803	£ 94.74	BACS
b	PPS	Cleaning	INVKEI-96300	£ 5.94	BACS
c	Cathedral Leasing	Cleaning	MI/1800514	£ 225.11	BACS
d	Eden Farm	Kiosk	687411	£ 242.20	BACS
e	JL Brooks	Kiosk	706335	£ 184.59	BACS
f	Just Jennys	Kiosk	8775	£ 117.60	BACS
g	Leodis Coffee	Kiosk	INV-24076	£ 669.65	BACS
h	Matthew Clarks	Kiosk	4550543	£ 537.92	BACS
i	Matthew Clarks	Kiosk	4580382	£ 467.19	BACS
j	The Buttercup Bakery	Kiosk	No381	£ 85.60	BACS
k	The Buttercup Bakery	Kiosk	No382	£ 162.20	BACS
l	The Buttercup Bakery	Kiosk	No383	£ 97.20	BACS
m	The Buttercup Bakery	Kiosk	No384	£ 108.80	BACS
n	Turner & Wrights	Kiosk	325173	£ 468.26	BACS
o	Print Bureau	Marketing	PB9977	£ 84.00	BACS
p	Print Bureau	Marketing	PB10129	£ 110.60	BACS
q	Print Bureau	Marketing	PB10147	£ 48.00	BACS
r	Savoy Systems	Oscar	C-1026-35	£ 816.86	BACS
s	UK Cinema Assoc	PRS	INV-5264	£ 62.34	BACS
t	Curzon	Royalties	12612	£ 314.65	BACS
u	Digital Cinema	Royalties	SI-4020	£ 48.00	BACS
v	Entertainment Film	Royalties	445478	£ 71.40	BACS
w	Paramount	Royalties	R2461675	£ 580.50	BACS
x	Paramount	Royalties	R2463757	£ 394.00	BACS
y	Park Circus	Royalties	1521141	£ 234.00	BACS
z	Park Circus	Royalties	1521378	£ 266.10	BACS
aa	Park Circus	Royalties	1523973	£ 174.00	BACS
bb	Park Circus	Royalties	1523976	£ 537.00	BACS
cc	Park Circus	Royalties	1527150	£ 215.35	BACS
dd	Sony	Royalties	1733860-1	£ 354.40	BACS
ee	Vertigo	Royalties	SI016513	£ 580.66	BACS
ff	Vertigo	Royalties	SI016574	£ 40.25	BACS
				£ 8,399.11	

Direct Debits

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Banking	136	*£ 51.28*	*DD*
b	Crown Gas Power	Electricity	346102	*£ 1,053.25*	*DD*
c	Crown Gas Power	Gas	4118777	*£ 551.65*	*DD*
d	Meta	Marketing	3U3W992MH4	*£ 46.71*	*DD*
e	Croft	Office	100459	*£ 277.12*	*DD*
f	Spotify	Office	b7bc6638-e9e9-4034	*£ 12.99*	*DD*
g	Clover	Oscar	AVS2612854	*£ 50.40*	*DD*
h	FDMS	Oscar	510964521	*£ 181.03*	*DD*
i	FDMS	Oscar	510964513	*£ 181.08*	*DD*
				£ 2,405.51	

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount	
a	Ben Gwilliam	Health & Safety	19.10.26	*£ 15.00*	*BACS*
b	Joseph Dobson	Kiosk	7000004892	*£ 203.25*	*Card*
c	Chubb	Maintenance	11587454	*£ 239.78*	*BACS*
d	Amazon	Office	GB6001C9NXVGZI	*£ 8.90*	*Card*
e	Amazon	Office	GB68ANLRABEI	*£ 15.38*	*Card*
f	Amazon	Office	GB69ANLRABEI	*£ 24.95*	*Card*
g	Amazon	Office	GB6992J4ABEI	*£ 27.50*	*Card*
h	Amazon	Office	GB69D5T5ABEI	*£ 9.15*	*Card*

i	Amazon	Office	206-1533900-2264330	£	*14.44*	*Card*
j	Amazon	Office	GB69D5HSABEI	£	*2.72*	*Card*
k	Amazon	Office	GB69D5SOABEI	£	*49.50*	*Card*
l	Amazon	Office	GB600ERV16N4JI	£	*23.97*	*Card*
m	Native Space	Office	394932	£	*80.26*	*Card*
n	P3	Office	41533	£	*29.00*	*BACS*
o	P3	Office	41739	£	*1,657.20*	*BACS*
p	Post Office	Petty Cash	16.10.26	£	*200.00*	*Card*
q	Disney	Royalties	2345777	£	*110.26*	*BACS*
r	Universal	Royalties	22314858353-1	£	*2,315.50*	*BACS*
s	Universal	Royalties	22314858378-1	£	*343.20*	*BACS*
t	Universal	Royalties	22314860001-1	£	*1,610.95*	*BACS*
u	Universal	Royalties	22314860798-1	£	*169.75*	*BACS*
v	Ben Gwilliam	Travel Expenses	07/10/26	£	*30.68*	*BACS*
					£ 7,181.34	

PAYMENTS **£ 17,985.96**

Authorised by			
Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule
02/11/2026

Hebden Royd Town Council
Accounts to be Paid

Item No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	DA and FR Gibbon	Watering Hanging Baskets June 2026	30th June 2026	£ 1,872.00	Hanging Baskets	BACS
b	DA and FR Gibbon	Removal of Hanging Bakets Oct 2026	13th October 2026	£ 1,152.00	Hanging Baskets	BACS
c	P3	Mircosoft 356 Business and Exchange	42069	£ 177.42	Office	BACS
d	Scribe	Scribe Accounts System monthly	INV-22141	£ 168.00	Office	BACS
e	The Shredding Alliance	Shredding	169625	£ 62.42	Office	BACS
f	Dalton Smith	Payroll for October	INV-0786	£ 202.80	Payroll	BACS
g	Blachere	Festive Lighting	SI500802	£ 4,030.75	Project & Events	BACS
h	Blachere	Hire of product and carriage	SI500917	£ 1,360.08	Project & Events	BACS
i	Calderdale Council	2 x Pay & Display Bays Suspende	IN26130225	£ 24.00	Project & Events	BACS
j	Calderdale Council	Christmas Light Switch On Event Fee	IN26131690	£ 77.00	Project & Events	BACS
k	Emma Charleston	Branding	12 October 2026	£ 1,000.00	Project & Events	BACS
l	HT Direct	First Aid Cover at Light Switch Ons 21 & 26 Nov	1104	£ 491.25	Project & Events	BACS
m	HT Direct	First Aid Cover for the Grottos 6 & 12 Dec	1105	£ 655.00	Project & Events	BACS
n	PPL PRS	Music Licence for events	SIN3485645	£ 198.17	Project & Events	BACS
o	YLCA	Parkinson Partnership Training	INV-6601	£ 105.00	Training	BACS
				£ 11,575.89		

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Kudos	Van Hire	INV-0027	*£ 238.80*	Local Environment	*BACS*
b	Amazon	Bags for seeds	202-0961475-5033909	*£ 10.46*	Local Environment	*Card*
c	Amazon	Mileage Log Book	202-5817759-5659519	*£ 4.20*	Local Environment	*Card*
d	Amazon	A4 Printer Paper	GB69GOMTABEI	*£ 17.99*	Office	*Card*
e	Amazon	A4 Printer Paper	GB69GONZABEI	*£ 17.99*	Office	*Card*
f	Amazon	Wall Planner	GB6022UT8DIVTI	*£ 6.64*	Office	*Card*
g	Amazon	Diaries	GB69H2FCABEI	*£ 28.44*	Office	*Card*
h	Amazon	Pale pink paper	202-9255969-1345107	*£ 6.00*	Office	*Card*
i	Emma Green	Travel Expenses	06/10/26	*£ 115.16*	Office	*BACS*
j	Gareth Muir	Travel Expenses	07/10/2026	*£ 84.28*	Office	*BACS*
k	Post Office	2nd Class Stamps	06/10/2026	*£ 91.00*	Office	*Card*
l	Scribe	Scribe Accounts and Allotments System	INV-22133	*£ 1,208.40*	Office	*BACS*
m	White Lion Hotel	Deposit for Christmas Meal	1531-3114	*£ 100.00*	Staff Incentive	*Card*
n	SLCC	PIALC Qualification	QL209762-1	*£ 168.00*	Training	*BACS*
o	YLCA	Biodiversity Webinar	INV-6562	*£ 37.60*	Training	*BACS*
p	YLCA	Financial Risk Assessments	INV-6417	*£ 18.80*	Training	*BACS*
	HMRC	Vat	06/10/26	*£ 5,763.78*	VAT	*BACS*
				£ 7,917.54		

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Peninsula	Employment Services	U005956333	*£ 689.76*	HR Support	*DD*
b	EE	Mobile Phones Oct	V02523479710	*£ 86.40*	Office	*DD*
c	EE	Mobile Phones Sept	JM 07/09/26	*£ 86.40*	Office	*DD*
d	Stripe	Card Payments Fee	51MLEFT4-2026-09	*£ 0.56*	Office	*DD*
				£ 863.12		

TOTAL PAYMENTS **£ 20,356.55**

Authorised by			
Councillor	Councillor	Clerk	Date

YORKSHIRE
LOCAL COUNCILS ASSOCIATIONS

Suite 8, Sibling Workspace, Station Road, Tadcaster LS24 9JF
Tel: 01937-228602
Email: admin@yorkshirelca.gov.uk

2027 ROYAL GARDEN PARTY NOMINATION FORM

Association Area: WEST YORKSHIRE

Name of council/parish meeting……...

Name of nominee……..

Reasons for Nomination (Please write in the box below. The box will expand) – Please note that further information may be requested following receipt of the nomination.

Date and minute number of nomination approval by council/parish meeting……..

Signed by clerk……. Date……

Print name…….....

Phone number of clerk……

GUIDELINES FOR NOMINATION OF CANDIDATES

- Nominations for 2027 are invited from West Yorkshire area councils and parish meetings. South Yorkshire had this opportunity in 2026 and North Yorkshire will have the opportunity in 2028. The regional policy will be reviewed in 2028.
- Only one nomination per council/parish meeting is permitted
- Nominations must be supported by the resolution of the council/parish meeting making the nomination
- A council may nominate any current serving councillor who has given outstanding service to the council and community and a parish meeting may nominate the Chair.
- The council/parish meeting may consider the councillor's contribution to the council/parish meeting and outside bodies appointed by their council or parish meeting, over many years or, alternatively, the nominating body may consider a noteworthy contribution over a short time which has significantly improved the council/parish meeting and the community

- Nominees should not have attended a previous Royal Garden Party. However, if the nominated individual was the accompanying guest (i.e. not the main guest) last time they attended, they may be nominated in their own right.
- The deadline for nominations for the Royal Garden Party 2026 is Wednesday 16 December 2026

Hebden Royd Town Council

2026/2027

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

8.	Launching of Olive Café - Mytholmroyd.	Tuesday, 1 September 2026
9.	Opening Scout Road Academy Playground - Mytholmroyd.	Wednesday, 2 September 2026
10.	Open Day at St John's Church, Cragg Vale.	Saturday, 12 September 2026
11.	Opening of Hebden Bridge Signal Box – Calder Valley Land Trust.	Saturday, 19 September 2026
12.	Presenting Kenneth Kaberry Award – Calder Primary School, Mytholmroyd.	Monday, 21 September 2026
13.	Presenting Kenneth Kaberry Award – Burnley Road Academy, Mytholmroyd.	Wednesday, 23 September 2026
14.	Presenting Kenneth Kaberry Award – Hebden Royd School, Hebden Bridge.	Wednesday, 30 September 2026
15.	Mayor's Civic Service – Church of the Good Shepherd, Mytholmroyd.	Saturday, 3 October 2026

Deputy Mayor & Consort
Councillor Alex Turner and Dr Rana Khalaf

4.	Autumn Concert Hebden Bridge Junior Band - Hebden Bridge Town Hall.	Thursday, 22 October 2026

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

info@hebdenroydtowncouncil.gov.uk
01422 842181

COMPLAINTS COMMITTEE
held MONDAY 14 SEPTEMBER 2026 at
COUNCIL CHAMBER, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Woodhead (Chair), Cammack, Macdonald, Parry and Trickett

Minutes E Green

ABSENT
Councillors All committee members were in attendance.

MINUTES

26(CC)233	**1.**	**Apologies for Absence and any substitutions.** There were no apologies received at this meeting.
26(CC)234	**2.**	**Members` Interests relating to agenda items for this meeting.** There were no pecuniary interests reported at this meeting. It was acknowledged that all members of the committee had some previous awareness of the matters to be discussed.
26(CC)235	**3.**	**TERMS OF REFERENCE** To note the Terms of Reference as adopted by the Full Council.
The chair re-ordered the agenda		
26(CC)236	**5.**	**EXCLUSION OF THE PRESS AND PUBLIC** The members of the committee considered the exclusion the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature. **RESOLVED:** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.
26(CC)237	**4.**	**COMPLAINT REGARDING HEBDEN ROYD TOWN COUNCIL** The chair reported that an initial response had been provided to the complainant stating that the Complaints Committee would be convened to consider the complaint. The reason for this is that the complexities of the complaint are such that it would not be appropriate to give a first stage response from either the Town Clerk or Mayor without detailed consideration. The chair outlined that the purpose of this meeting was to consider the process and ensure that the correct procedure is

	followed to ensure a fair and robust consideration of the complaint. Councillors discussed what information would be required for them to be able to reasonably consider each point raised in the complaint. **RESOLVED:** that the following actions be agreed 1. That an independent minute taker will be appointed to minute all future meetings of the Complaints Committee. 2. That the Town Clerk and officers will collate the information held by the Town Council in relation to each of the points raised by the complainant. Given the already limited capacity of the Town Council office, it was agreed that overtime will be paid to support this additional workload. 3. Once the information has been prepared and considered, the complainant will be invited to present their complaint in detail at a meeting of the Complaints Committee. 4. Cllr Woodhead will report to the outcome of this meeting to the complainant within seven days.

Meeting finished at 7:30pm.

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

info@hebdenroydtowncouncil.gov.uk
01422 842181

MEETING OF THE FULL COUNCIL
held MONDAY 5 OCTOBER 2026 at
COUNCIL CHAMBER, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors — Woodhead (Chair), Butterick, Cammack, Guilfoyle, Harvey, Hedges, Ottaway, Parry, Trickett and Turner.

Minutes — Town Clerk – E Green

ABSENT

Councillors — Boden, Boggis, Borrows, Fraser, Hoyle, Howes, Morse, Macdonald

MINUTES

26(FC)273	**1.**	**PUBLIC QUESTION TIME.** There were no questions asked of the council.
26(FC)274	**2.**	**APOLOGIES AND REASONS FOR ABSENCE.** Apologies were received from Cllrs; Boden – Illness Boggis – Family commitments Borrows – Unforeseen circumstances Fraser – Illness Hoyle – Holiday Howes – Non HRTC committee commitments Macdonald - Illness **RESOLVED:** To note the apologies and approve the reasons for absence
26(FC)275	**3.**	**MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.** **RESOLVED:** The were no pecuniary interests declared.

26(FC)276	**4. PLANNING APPLICATIONS** *Interested members of the public, if they are present, will be invited to speak followed by Ward Councillors on applications within their ward followed by other Councillors.* a. **Application 26/00604/LBC** for Construction of fence, railings, and steps. Removal of oil tank and installation of air-to-air heat pumps and solar panels (Listed Building Consent) at Owlers Burlees Lane Dodd Naze Hebden Bridge Calderdale HX7 8PS **RESOLVED**: No Objection b. **Application 26/00603/HSE** for Construction of fence, railings and steps, removal of oil tank and installation of air-to-air heat pumps and solar panels Burlees Lane Dodd Naze Hebden Bridge Calderdale HX7 8PS **RESOLVED:** No Objection c. **Application 26/00513/FU** for Patio Area and Fencing at Mytholmroyd Cricket Club Moderna Way Mytholmroyd Hebden Bridge Calderdale HX7 5PZ **RESOLVED:** No Objection d. **Application 26/20110/TPO** for Fell two trees and prune trees (Tree Preservation Order) at Tanglewood Midgley Road Mytholmroyd Hebden Bridge Calderdale HX7 5LR **RESOLVED:** No Objection e. **Application 26/20116/TPO** for Fell 4 trees to prevent property damage and collapse (tree preservation order) at Unit Known as Unit 1 And 2 Hoo Hole Mill Cragg Road Mytholmroyd Hebden Bridge Calderdale **RESOLVED:** No Objection Applications dealt with under delegation from Full Council. a. **Application 26/20100/TPO** for Prune 1 tree at 16 Longstaff Court Hebden Bridge Calderdale HX7 6AB **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)277 **5. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**

RESOLVED: to note the information

26(FC)278 **6. HRTC & HBPH STATEMENT OF ACCOUNT**

RESOLVED: to approve the accounts.

Date: 01/10/2026
Time: 14:11:46

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 5, August 2026
To: Month 5, August 2026

Chart of Accounts: TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	524,013.00	93.88	524,013.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	24,967.17	4.47	15,000.00	9,967.17
LE & Climate Income	10.00	100.00	0.00	10.00	30.00	0.01	0.00	30.00
Hanging Baskets	0.00	0.00	0.00	0.00	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
Bank Interest	0.00	0.00	0.00	0.00	739.86	0.13	500.00	239.86
Other Income	0.00	0.00	625.00	(625.00)	0.00	0.00	625.00	(625.00)
	10.00	100.00	625.00	(615.00)	558,174.01	100.00	549,878.00	8,296.01
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	0.00	0.00	0.00	0.00	21,000.00	3.76	23,334.00	2,334.00
LE & CE Land & Biodiversity	0.00	0.00	740.75	740.75	1,351.58	0.24	3,703.75	2,352.17
LE & CE Environmental Projects	2,700.00	27,000.00	1,000.00	(1,700.00)	12,338.50	2.21	3,000.00	(9,338.50)
LE & CE Allotments	532.70	5,327.00	670.00	137.30	1,080.92	0.19	1,340.00	259.08
LE & CE Van	0.00	0.00	500.00	500.00	0.00	0.00	1,500.00	1,500.00
P & E Xmas Events	10.00	100.00	0.00	(10.00)	26.67	0.00	10,000.00	9,973.33
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	3,000.00	2,733.50
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	11,499.54	2.06	20,000.00	8,500.46
Twinning	0.00	0.00	0.00	0.00	1,756.65	0.31	2,000.00	243.35
Picture House revenue support	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	3,242.70	32,427.00	3,910.75	668.05	51,103.83	9.16	90,127.75	39,023.92
Gross Profit/(Loss):	(3,232.70)	(32,327.00)	(3,285.75)	53.05	507,070.18	90.84	459,750.25	47,319.93
Administration								
Salaries	19,780.81	197,808.10	21,187.00	1,406.19	97,357.02	17.44	105,935.00	8,577.98
HR Support	580.18	5,801.80	576.75	(3.43)	5,235.90	0.94	2,883.75	(2,352.15)
Courses & Training	40.00	400.00	1,000.00	960.00	40.00	0.01	2,600.00	2,560.00
Office Expenditure	1,051.76	10,517.60	1,000.00	(51.76)	9,501.58	1.70	4,000.00	(5,501.58)
Website	0.00	0.00	208.33	208.33	660.00	0.12	1,041.65	381.65
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	3,130.49	0.56	0.00	(3,130.49)
Stripe Fees	0.00	0.00	0.00	0.00	63.67	0.01	0.00	(63.67)
Audit	0.00	0.00	0.00	0.00	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	0.00	0.00	2,219.86	0.40	1,000.00	(1,219.86)
Hospitality	0.00	0.00	0.00	0.00	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	169.00	1,690.00	208.33	39.33	3,090.89	0.55	3,041.65	(49.24)
Legal & Professional services	0.00	0.00	900.00	900.00	2,975.00	0.53	4,500.00	1,525.00
Screen 2	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	21,621.75	216,217.50	25,080.41	3,458.66	131,461.19	23.55	152,002.05	20,540.86
Net Profit/(Loss):	(24,854.45)	(248,544.50)	(28,366.16)	3,511.71	375,608.99	67.29	307,748.20	67,860.79

Date: 01/10/2026
Time: 13:47:13

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 5, August 2026
To: Month 5, August 2026

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

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	34,388.66	65.69	32,133.33	2,255.33	131,837.62	63.49	160,666.65	(28,829.03)
Kiosk Sales - Food & Beverages	12,698.54	24.26	11,306.67	1,391.87	48,438.34	23.33	56,533.35	(8,095.01)
KIosk Sales - Merchandise	12.50	0.02	0.00	12.50	114.16	0.05	0.00	114.16
Memberships	1,894.00	3.62	875.00	1,019.00	6,210.00	2.99	4,375.00	1,835.00
Private Hire & parties	175.00	0.33	1,666.67	(1,491.67)	3,829.46	1.84	8,333.35	(4,503.89)
Shop Rentals	595.83	1.14	1,335.00	(739.17)	7,182.63	3.46	6,675.00	507.63
Screen Advertising	1,489.30	2.84	800.00	689.30	5,799.55	2.79	4,000.00	1,799.55
Donaations received	177.83	0.34	83.33	94.50	1,142.89	0.55	416.65	726.24
Grants Received	0.00	0.00	2,249.50	(2,249.50)	0.00	0.00	11,247.50	(11,247.50)
Gift Vouchers sold	917.53	1.75	500.00	417.53	1,919.54	0.92	2,500.00	(580.46)
Bank Interest Received	0.00	0.00	83.33	(83.33)	1,181.28	0.57	416.65	764.63
Overs/Shorts	0.00	0.00	4.17	(4.17)	0.00	0.00	20.85	(20.85)
	52,349.19	100.00	51,037.00	1,312.19	207,655.47	100.00	255,185.00	(47,529.53)
Direct Costs								
Royalties	8,686.51	16.59	13,020.00	4,333.49	37,544.28	18.08	65,100.00	27,555.72
Kiosk supplies - Food & Beverages	3,792.28	7.24	4,183.47	391.19	17,682.12	8.52	20,917.35	3,235.23
Kiosk Supplies Merchandise	0.00	0.00	41.67	41.67	0.00	0.00	208.35	208.35
Repairs, Alterations & Maintenance	16.64	0.03	916.67	900.03	1,298.41	0.63	4,583.35	3,284.94
	12,495.43	23.87	18,161.81	5,666.38	56,524.81	27.22	90,809.05	34,284.24
Running Costs								
Energy	1,007.00	1.92	1,333.33	326.33	8,355.08	4.02	6,666.65	(1,688.43)
Water	57.69	0.11	339.50	281.81	551.79	0.27	1,697.50	1,145.71
Waste & recycling	0.00	0.00	216.67	216.67	1,379.22	0.66	1,083.35	(295.87)
Cleaning Materials & equipment	186.40	0.36	300.00	113.60	1,241.16	0.60	1,500.00	258.84
Projection Equipment	10.83	0.02	83.33	72.50	374.70	0.18	416.65	41.95
Screen 2 Project	0.00	0.00	0.00	0.00	1,481.44	0.71	0.00	(1,481.44)
Staff Uniforms	0.00	0.00	41.67	41.67	0.00	0.00	208.35	208.35
Buildings Insurance	0.00	0.00	700.00	700.00	8,705.76	4.19	3,500.00	(5,205.76)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	500.00	500.00
Office Expenses	442.52	0.85	166.67	(275.85)	4,402.54	2.12	833.35	(3,569.19)
Press listings	0.00	0.00	16.67	16.67	0.00	0.00	83.35	83.35
PRS & PPL Licenses	0.00	0.00	191.67	191.67	1,828.77	0.88	958.35	(870.42)
Training	0.00	0.00	125.00	125.00	1,049.52	0.51	625.00	(424.52)
Bank Charges	55.74	0.11	166.67	110.93	247.34	0.12	833.35	586.01
Box Office Oscar	933.01	1.78	916.67	(16.34)	4,889.50	2.35	4,583.35	(306.15)
Heritage Development stage	99.50	0.19	2,249.50	2,150.00	99.50	0.05	11,247.50	11,148.00
Marketing	81.20	0.16	166.67	85.47	964.90	0.46	833.35	(131.55)
	2,873.89	5.49	7,114.02	4,240.13	35,571.22	17.13	35,570.10	(1.12)
Gross Profit/(Loss):	36,979.87	70.64	25,761.17	11,218.70	115,559.44	55.65	128,805.85	(13,246.41)
Staff Costs								
Staff Costs	31,109.08	59.43	27,827.03	(3,282.05)	140,958.59	67.88	139,135.15	(1,823.44)
	31,109.08	59.43	27,827.03	(3,282.05)	140,958.59	67.88	139,135.15	(1,823.44)
Net Profit/(Loss):	5,870.79	11.21	(2,065.86)	7,936.65	(25,399.15)	(12.23)	(10,329.30)	(15,069.85)

26(FC)279 **7. HRTC & HBPH BANK RECONCILIATION**

RESOLVED: to note the information

26(FC)280 **8. HRTC & HBPH PAYMENT SCHEDULE**

RESOLVED: to authorise payments totaling £39,173.06

Payment and Receipt Schedule
05/10/2026

Hebden Royd Town Council
Accounts to be Paid

Item

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

Accounts previously paid by the Town Clerk

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

Direct Debits

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

TOTAL PAYMENTS **£ 4,039.00**

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

Accounts to be Paid

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

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

Direct Debits

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

Payments paid by Clerk

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

PAYMENTS **£ 35,134.06**

26(FC)281 **9. AUDIT INTERIM REPORT**

Councillors considered the interim report and interim certificate.

RESOLVED: Councillors have considered the information and will wait to hear further information from the auditor.

26(FC)282 **10. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**

The Mayor provided an overview of activities that he has undertaken in the past month.

RESOLVED: to note the information

26(FC)283 **11. MINUTES OF THE TOWN COUNCIL held 7 SEPTEMBER 2026**

It was noted that Cllrs Borrows and Butterick were absent but marked as present.

RESOLVED: to approve the minutes as a correct record with the amends as above.

26(FC)284 **12. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 14 SEPTEMBER 2026**

RESOLVED: to note the information

26(FC)285	**13.**	**MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 21 SEPTEMBER 2026** **RESOLVED:** To approve as a correct record and approve the recommendations. In addition to monthly Full Council meetings, a revised committees structure will be implemented for the council year 2027-28 as follows: Community Funding (no change) 6 meetings per Year Picture House Committee (no change) 12 meetings per year Staffing Committee (no change) 4 meetings per year Local Environment & Climate (no change) 4 meetings per year Finance & Governance (replacing Strategy & Review) 6 meetings per year Civic Life & Twinning – working title (merging the existing Twinning and Projects and Events Committee) Plus the following committees to be convened as required: Grievance Committee Appeals Committee Complaints Committee
26(FC)286	**14.**	**MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held 22 SEPTEMBER 2026** **RESOLVED:** To note for information. Cllr Woodhead noted thanks to the Local Environment and Allotments Officer for their excellent contribution to this committees work over the past 18 months.
26(FC)287	**15.**	**MINUTES OF THE PICTURE HOUSE COMMITTEE held 28 SEPTEMBER 2026** **RESOLVED:** To note the information Cllr Butterick noted thanks to the team for their continued efforts to improve the financial performance of the Picture House.

26(FC)288	**16.**	**WORKING GROUPS** There were no reports
26(FC)289	**17.**	**REPRESENTATIVES TO OUTSIDE BODIES** Cllr Hedges – Patient Participation Group. Health Scrutiny panel has been abolished and the PPG is asking if the current review continue in any form? PPG will write to CMBC for clarity. The plans for Todmorden Health Centre are being considered. The PPG is looking to recruit new members including younger members. Surgery is using new software for recalls for tests and checks for long term illness and is looking for feedback on this. One GP retired and three are joining the practice. Acute respiratory clinics will be open over the winter for immediate referrals and will run until April. The practice is receiving higher than average on its satisfaction ratings.
26(FC)290	**18.**	**EXCLUSION OF THE PRESS AND PUBLIC** There was no motion to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 8:40 pm.

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

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TWINNING
held MONDAY 12 OCTOBER 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Parry (Chair), Cammack, Trickett and Turner.

Minutes E Green

ABSENT
Councillors Fraser

MINUTES

26(T)291	**1. APOLOGIES FOR ABSENCE & REASONS** There were no apologies received at this meeting.
26(T)292	**2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS** There were no members interests reported at this meeting.
26(T)293	**3. MINUTES OF THE MEETING HELD 3 SEPTEMBER 2026** **RESOLVED:** To note the information
26(T)294	**4. TERMS OF REFERENCE** **RESOLVED:** To note the Terms of Reference with amendments as discussed.
26(T)295	**5. COMMUNICATIONS** a. Stadt Warstein Europe Festival **RESOLVED:** to respond that a small delegation of representatives from Hebden Royd Town Council will attend.
26(T)296	**6. PRIORITIES & BUDGET SETTING** **RESOLVED:** To contact the Twin Towns to request that the schedule for twinning activities is brought back in to line with the official commemorative dates. That a Budget request be made as follows: Delegation to Wastein Europe Festival (3 pax) - £1500 Delegation to St Pol (if scheduled, 2 pax) - £1000 Additional activity to support Twinning Projects - £500 **Total Budget Requested - £3000.**

26(T)297	**7.**	**EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 7:20pm

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PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE
held TUESDAY, 13 OCTOBER 2026
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Hedges, Fraser, Hoyle and Turner

Minutes Deputy Clerk - E Andrews

ABSENT
Councillors Parry

MINUTES

26(PE)298	**1.**	**To receive apologies and reasons for absence and any substitutions.** Apologies were received from Cllr. Parry who was attending another meeting, and from Cllr. Macdonald who was erroneously invited having left the Committee earlier in the year.
26(PE)299	**2.**	**To receive members' interests relating to agenda items for this meeting.** There were no members interests reported at this meeting.
26(PE)300	**3.**	**To report on matters arising from the minutes of meeting held 22 July 2026 not itemised on this agenda.** There were no matters arising
26(PE)301	**4.**	**BUDGET UPDATE 26/27 & CONSIDERATION FOR 27/28** Members received a budget update for the current year and proposed expenditure. **RESOLVED:** To note the information. The Projects & Events Officer provided an overview of expected expenditure for the period 27/28 based on the current programme and current delivery capacity, accounting for inflation. Options for diversifying, developing, reducing and

		expanding the Christmas Lighting, projects and events offer were discussed at length. The following action areas were identified: **RESOLVED:** Participation in, or support for, the upcoming #HerVote100 programme, a centenary national celebration and recognition of women's suffrage and the 1928 right to vote was raised as a potential project area for 27/28, with budget allocation to be identified. **RESOLVED:** Costs for the development and ongoing delivery and management of WOHB CRM engagement campaigns, specifically, newsletters, mailing lists and other targeted comms are to explored on both a 1 and 1.5 day per week basis. **RESOLVED:** To refine the complete budget request in due course.
26(PE)302	**5.**	**CHRISTMAS LIGHTING PROGRAMME EXTENSION OPTIONS: MYTHOLMROYD & CRAGG VALE** Members received detailed findings and recommendations from the Officer concerning the ongoing Christmas Lighting Programme, including extension options in Mytholmroyd & Cragg Vale. **RESOLVED:** Owing to health and safety concerns, use limitations and overall low impact in relation to cost, it was decided that investigations into lighting options at, or in the immediate vicinity of, St. Micheal's Church, Mytholmroyd, should not be pursued any further at this time. **RESOLVED:** Members approved expenditure totaling £1,302.39 on a Christmas Tree unit, to be located at St. John the Baptist in the Wilderness, Cragg Vale. Following this initial cost, the unit will be appended to the annual Christmas Lighting Programme going forward. **RESOLVED:** Members approved expenditure of up to £3500 on the extension of the extant highways lamppost banner lighting units, subject to agreement with CMBC Christmas Lighting install contractors. This will extend the Burnley Road scheme.
26(PE)303	**6.**	**PROJECT UPDATES 2026-27** Members received an update on the following projects: a) **Remembrance Sunday, project update**

	Event planning is well underway with final details being established for delivery. Meetings with the respective Churches have taken place, Service sheet information is being compiled and event coordination with local groups and CMBC. The Mayor will lay wreaths for HRTC at the Hebden Bridge and Mytholmroyd Services. **RESOLVED:** To note the information. b) **Christmas Lighting Programme & Christmas Trees** The programme is due to start being installed from early November. As per item 4, min. 26(PE)301 the Committee are pleased to be able to bring new additions to the scheme this year for the benefit of residents and visitors alike. **RESOLVED:** To note the information. **c) 'A very Valley Christmas'** i) Press release (enc) A second press release with further event detail is to follow in the lead up to the Christmas Lights Switch-On ii) Branding The revised Christmas events branding is to be released via. upcoming comms soon after Remembrance Sunday. iii) WOHB branding integration To be rolled out alongside the above. **RESOLVED:** To note the information. **d) WOHB – Exhibitions Feature & Draft Annual Report** The capability to list exhibitions on the platform is now live. The draft Annual Report was discussed alongside suggestions ideas for optimising Picture House integration.

	RESOLVED: To note the information. **e) Christmas Lights Switch On events – Mytholmroyd & Hebden Bridge** Event elements are in place and to be shared with the public in more detail in upcoming comms. **RESOLVED:** To note the information. **f) Santa's Grotto events - Mytholmroyd & Hebden Bridge** Event elements are in place and to be shared in more detail in upcoming comms. i) Gift wrapping dates Date(s) to be established by Members and booked in by the Projects & Events Officer. ii) Santa **RESOLVED:** To note the information. **g) February Half Term 2027 Ice Rink Proposal** For February 2027 half term activities will be delivered at Mytholmroyd Community Centre and Hebden Bridge Town Hall with the aim to provide fun, free of charge entertainment for families and young people. The activities will be different at each site and on different days to diversify and spread the offer, and encourage cross-site visiting. **RESOLVED:** To note the information. **h) Hebden's Happy Hounds - Provisional date, 15 May 2027** **RESOLVED:** To note the information.
26(PE)304	**7. HRTC Projects & Events feature at Calderdale Council Events Roadshow** **RESOLVED:** To note the information.
26(PE)305	**8. EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 9:20pm

Hebden Royd Town Council — MINUTES

Staffing Committee — Monday, 19 October 2026
Published: Tuesday, 20 October 2026

Attendance

Present: Councillors Woodhead - Hebden Royd Town Council (Chair), Guilfoyle, Harvey, Hedges, Morse, Turner

Apologies: Councillor Butterick

Also present: Emma Green — Town Clerk & RFO

26(S)306 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.

Apologies for absence were received from Butterick.

26(S)307 TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

No declarations of interest were received.

26(S)308 MINUTES OF THE MEETING HELD 22 JUNE 2026

The minutes of the Staffing Committee meeting held on 22 June 2026 were received. It was **RESOLVED** to approve the minutes as a correct record.

26(S)309 EFFICIENT SYSTEMS & SUPPORTING COMPLIANCE

The Council received a presentation from CloudyIT on the GovMeetings and GovAssist systems. The efficiency and compliance benefits of both systems were considered alongside the quoted costs.

It was **RESOLVED** to recommend approval of a two-year contract with GovMeetings (year one: £947.50; year two: £1,895.00), inclusive of a 90-day exit window, together with a monthly subscription to GovAssist at £20 per month.

26(S)310 DIGNITY AT WORK POLICY

The draft Dignity at Work Policy was considered by the Council. It was **NOTED** that the Policy sets out the Council's commitment to maintaining a positive and respectful working environment free from bullying, harassment, and discrimination.

It was **RESOLVED** to recommend that Full Council adopt the Dignity at Work Policy following amendments as discussed.

26(S)311 DRAFT TRAINING POLICY

The draft Training Policy was received and considered by the Council.

It was **RESOLVED** to recommend that Full Council adopt the Training Policy, subject to the amendments discussed.

26(S)312 CIVILITY & RESPECT PLEDGE

The draft Civility & Respect Pledge was considered. The Pledge, as promoted by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), affirms the Council's commitment to positive and respectful working relationships between councillors, staff, and the public.

It was **RESOLVED** to recommend that Full Council sign up to the Civility & Respect Pledge.

26(S)313 TRAINING FOR TOWN COUNCIL OFFICERS & PICTURE HOUSE TEAM

The training request and training matrix were considered by the Council.
It was **RESOLVED** to approve that the Technical and Facilities Manager undertake the National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate at a cost of £645, to be allocated to the Hebden Royd Town Council (HRTC) training budget.

It was **NOTED** that a number of outstanding Health and Safety courses are required to be completed by some members of the Picture House team.

26(S)314 EXCLUSION OF PUBLIC AND PRESS

Following consideration, it was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), members of the press and public be excluded from the remainder of the Council's business by reason of the confidential nature of the business to be transacted

It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), members of the press and public be excluded from the remainder of the Council's business by reason of the confidential nature of the business to be transacted.

26(s) 315 STAFFING MATTERS REQUIRING ACTION

The Clerk advised on Staffing Matters
The information was noted

The Town Clerk left the meeting

26(S)316 MOTION REGARDING CORRESPONDANCE WITH THE CLERK

The members of the committee gave details consideration to the motion in accordance with 26(FC)187, as presented by Cllr Borrows at Full Council on 3 August 2026.

The Town Clerk returned to the room

A motion considered to suspend standing orders, the time allocated for the meeting having been exceeded.
It was **RESOLVED** To suspend standing orders to allow consideration of the item.

Following further discussion

It was **RESOLVED** that a formal response to the motion could not be given at this time. Further information is required, including clarification from the Monitoring Officer on the reasons for the motion as presented. The motion will be considered at a future meeting of the Staffing Committee.

26(S)317 BUDGET SETTING 27-28

This item was not considered

ITEM DEFFERED to a future meeting of the Staffing Committee

26(S)315 STAFFING MATTERS REQUIRING ACTION

The clerk advised on staffing matters.

The information was **NOTED**.

26(S)316 MOTION REGARDING CORRESPONDENCE WITH THE CLERK

The Council considered the motion in accordance with 26(FC)187, as presented by Cllr Borrows at Full Counc 3 August 2026.

A motion was brought to suspend Standing Orders, the time allocated for the Council having been exceeded. I **RESOLVED** to suspend Standing Orders to allow consideration of the item.

It was **RESOLVED** that a formal response to the motion could not be given at this time. Further information is required, including clarification from the Monitoring Officer on the reasons for the motion as presented. The m will be considered at a future meeting of the Staffing Committee.

26(S)317 BUDGET SETTING 2027-28

This item was not considered due to lack of time.

**RESOLVED: **to consider the item at a future meeting of the Staffing Committee.

The meeting closed at 10:05PM.

Signed: _____

Signed as a true and correct record

Date: _____

DIGNITY AT WORK POLICY

Hebden Royd Town council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Hebden Royd Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Hebden Royd Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Hebden Royd Town Council this should be raised to their nominated contact, manager, or the Mayor, in the first instance. Should the complaint be about the Mayor of the council the complaint should be raised to the council's staffing committee for employment related matters or the Monitoring Officer when a complaint about conduct arises.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there is evidence of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

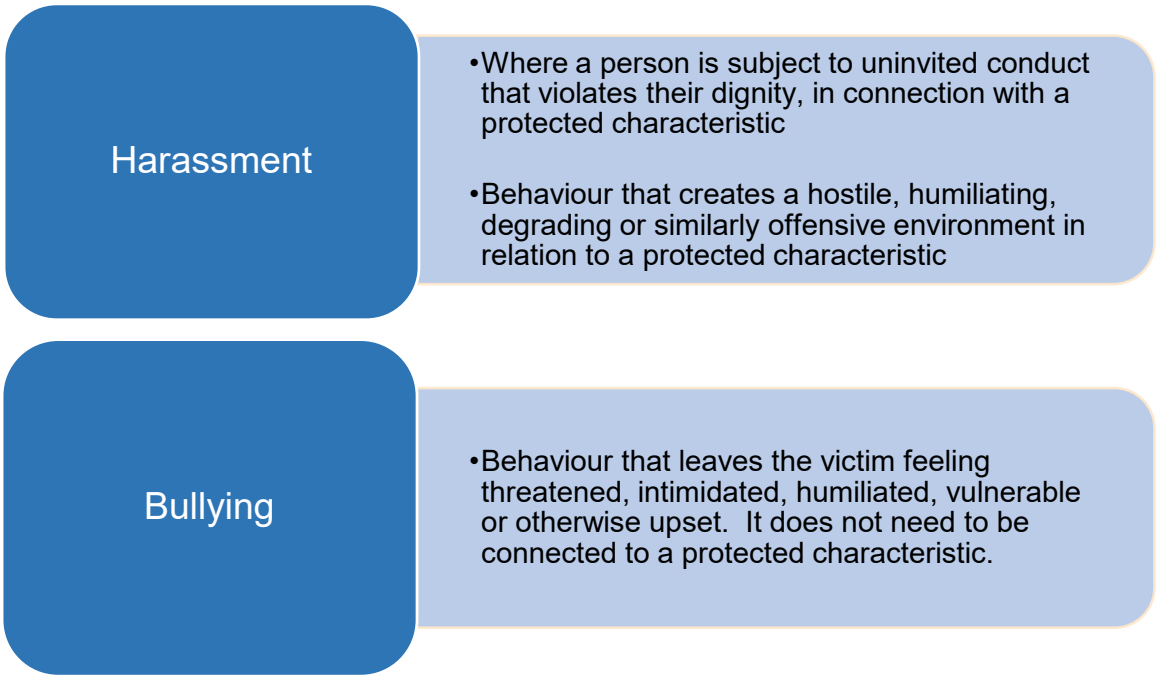
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Hebden Royd Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, equal opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure .



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling

- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them. This can include behaviour expressed in meetings and through writing/written words.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given

evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague):
If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:
If you are being bullied or harassed by a councillor, please raise this with the Staffing Committe and the Monitoring Officer. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include reasonable steps to isolate the employee from this behaviour, this can include altering reporting lines mandating that the specific councillor only communicate via written text filtered through a designated representative, councillor or Monitoring Officer. A temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying:
If you witness such behaviour you should report the incident in confidence to the clerk, Mayor or other councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff:
If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution
If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk or Mayor, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Mayor of the council. (If your concern relates to the Mayor you should raise it with the chair of the staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the Mayor of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the Mayor of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your compliant (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptions may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to

possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief.**
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.

- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk, and for the clerk this could be the Mayor , or possibly chair of a staffing committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council **agrees reasonable measures with the employee to protect their health and safety. Such measures may include reasonable steps to isolate the employee from this behaviour such as a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made, altering reporting lines, mandating that the perpetrator only communicate via written text filtered through a designated representative, councillor or monitoring officer.**

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the

council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Staff and Councillor Training and Development Policy

Policy adopted: [Month/Year]
Minute reference: [Insert]
Review date: [Month/Year]
Policy owner: Town Clerk
Approved by: [Full Council / appropriate committee]

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1. Purpose

The purpose of this policy is to provide a clear and proportionate framework for identifying, prioritising, delivering and recording training and development opportunities for councillors and employees.

The Council is committed to ensuring that training is relevant to the responsibilities of the individual, supports the Council's priorities and statutory responsibilities, represents appropriate value for money, and enables councillors and staff to develop the knowledge and skills required to undertake their roles effectively.

The policy formalises the Council's existing approach to training and development while providing a basis for identifying future needs.

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2. Scope

This policy applies to:

- all elected councillors of Hebden Royd Town Council
- all employees of the Council, whether permanent, temporary or part-time
- volunteers / casual workers / apprentices, where relevant.

The level and nature of training will be proportionate to the individual's role, responsibilities, experience and identified development needs.

The council does not prescribe a fixed number of training hours. Training will be undertaken where there is a clear organisational, professional, legal, operational or developmental need.

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3. Principles

The Council's approach to training and development is based on the following principles:

3.1 Relevance

Training should be relevant to the individual's role, responsibilities or identified development needs.

3.2 Proportionality

Training requirements should be proportionate to the size, resources and responsibilities of the Council and to the individual's role.

3.3 Good governance

Training should support councillors and staff to understand and fulfil their respective responsibilities and contribute to effective, lawful and transparent decision-making.

3.4 Compliance

The Council will ensure that appropriate training is undertaken where required by legislation, regulation, health and safety requirements, professional standards or other statutory obligations.

3.5 Continuous development

The Council recognises that training and development is an ongoing process. Legislation, technology, Council responsibilities and good practice change over time, and development opportunities will be identified accordingly.

3.6 Organisational resilience

The Council will seek to develop a resilient workforce by maintaining appropriate levels of knowledge and skills across the staff team and avoiding unnecessary reliance on a single individual for key areas of knowledge.

3.7 Equality, inclusion, civility and respect

Training and development should support a positive, inclusive and respectful working and Council environment. The Council will provide appropriate opportunities to develop understanding of equality, diversity, inclusion, civility, respect and appropriate member/officer relationships.

3.8 Value for money

Training expenditure should represent reasonable value for money and take account of available internal, local, regional and national training opportunities.

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4. Training and Development Objectives

The Council's training and development programme aims to:

1. ensure councillors and staff have the knowledge and skills necessary to fulfil their roles effectively.

2. support compliance with relevant legislation, regulation and professional requirements.
3. support effective financial, administrative and operational management.
4. support the Council's strategic priorities and agreed programmes of work.
5. improve organisational resilience and succession planning.
6. support a positive culture of civility, respect and professional conduct.
7. ensure that staff have appropriate opportunities for professional development.
8. support councillors in fulfilling their democratic and governance responsibilities.
9. enable the Council to respond appropriately to changes in legislation, technology, guidance and community needs. and
10. identify and address emerging skills and knowledge requirements in a planned rather than solely reactive way.

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5. Identifying Training and Development Needs

Training and development needs may be identified through a range of sources, including:

- staff induction.
- staff appraisals and regular one-to-one
- councillor induction.
- changes in legislation, regulation or guidance.
- changes to the Council's responsibilities or services.
- changes to systems, technology or equipment.
- new projects, programmes or areas of work.
- identified skills or knowledge gaps.
- health and safety requirements.
- professional or qualification requirements.
- incidents, errors, complaints or identified risks.
- Council priorities and strategic objectives.
- organisational resilience and succession planning.
- requests from individual councillors or employees.
- recommendations from professional bodies or sector organisations.

- training opportunities offered by recognised organisations such as YLCA, SLCC and NALC. and
- other relevant external or internal sources.

The Council will seek to anticipate future training needs where practical, rather than relying solely on training being requested when a need has already arisen.

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6. Training Priorities

Training needs will be considered according to the following broad priorities.

Priority 1 – Essential

Training required to:

- meet legal or statutory requirements.
- meet health and safety requirements.
- maintain essential competence.
- undertake a specific statutory or professional responsibility.
- safely operate equipment or undertake particular activities. or
- address an immediate and significant organisational risk.

Priority 2 – Organisational

Training which:

- supports Council priorities.
- improves governance or service delivery.
- addresses an identified skills or knowledge gap.
- supports organisational resilience.
- responds to significant changes in legislation, technology or Council responsibilities. or
- supports the effective delivery of new projects or services.

Priority 3 – Professional Development

Training which develops existing skills, supports professional qualifications or contributes to the individual's continuing professional development and has a clear benefit to the Council.

Priority 4 – Personal Development

Training which is primarily of personal interest to an individual and has limited direct relevance to their Council role.

Requests within this category may be supported where appropriate and where resources permit but will normally receive a lower priority than training required for operational, statutory or organisational purposes.

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7. Councillor Training and Development

7.1 Councillor induction

All newly elected councillors will be provided with an induction to the Council.

The induction will normally include information on:

- the role and responsibilities of a town councillor.
- the role and responsibilities of the Town Council.
- the respective roles of councillors, the Chair and officers.
- the Council's governance and decision-making arrangements.
- meetings and committee structures.
- the Code of Conduct.
- declarations of interest.
- financial responsibilities and controls.
- relevant Council policies and procedures.
- communications and social media.
- equality, diversity and inclusion. and
- civility, respect and appropriate member/officer relationships.

The induction programme will be reviewed periodically to reflect changes in legislation, guidance and Council practice.

7.2 Councillor development

The Council will encourage councillors to undertake appropriate development during their term of office.

Core development opportunities may include:

- Code of Conduct and standards.
- Council governance and decision-making.

- finance and audit.
- planning.
- chairing and effective meetings.
- roles and responsibilities of councillors and officers.
- equality, diversity and inclusion.
- civility and respect.
- member/officer relationships.
- communications and social media.
- accessibility.
- safeguarding. and
- other subjects identified as relevant to the Council.

Training opportunities identified by the Council, YLCA, NALC, SLCC, the principal authority or other appropriate organisations, will be circulated to councillors where relevant.

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8. Staff Training and Development

8.1 Induction

New employees will receive an appropriate induction covering matters relevant to their role.

This will normally include:

- the Council and its structure.
- the employee's role and responsibilities.
- relevant policies and procedures.
- health and safety.
- data protection and information security.
- equality, diversity and inclusion.
- safeguarding, where relevant.
- employment arrangements. and
- any role-specific training requirements.

8.2 Role-specific training

Employees will receive training appropriate to their individual responsibilities.

Examples may include:

- operational and equipment training.
- event management.
- communications and digital skills.
- accessibility.
- finance and audit.
- data protection.
- project management.
- health and safety.
- environmental management. and
- other specialist areas relevant to individual roles.

Where a role changes significantly, the Council will consider whether additional training is required.

8.3 Mandatory and essential training

Where training is necessary to meet legal, health and safety, professional or operational requirements, the Council will ensure that appropriate training is undertaken and renewed where required.

This may include, but is not limited to:

- first aid.
- health and safety.
- data protection/GDPR.
- safeguarding.
- equipment and operational safety. and
- other training identified as essential for a particular role.

8.4 Professional qualifications and continuing professional development

The Council recognises the value of relevant professional qualifications and continuing professional development. It is important that the Clerk holds the Certificate in Local Council Administration. Where this is not held, it is expected that the Clerk will start the course within two years of employment. All administrative staff will be encouraged to undertake ILCA within their first year of employment.

The Council will consider the needs of the organisation as well as the individual's professional development when agreeing support for qualifications.

9. Organisational Resilience and Knowledge Sharing

Given the size of the Council's staff team, the Council recognises the importance of maintaining organisational resilience and ensuring that key knowledge is not unnecessarily concentrated in one individual.

Where appropriate, employees will be encouraged to share relevant learning with colleagues and develop an understanding of areas of work outside their immediate responsibilities.

Training and development may therefore be used to:

- build resilience in key functions.
- provide appropriate cover for essential responsibilities.
- support succession planning.
- reduce single points of failure.
- improve understanding between different areas of the Council. and
- support career and role development within the staff team.

10. Civility, Respect and Professional Conduct

The Council recognises the importance of maintaining a culture in which councillors and employees are treated with civility, dignity and respect.

Training and development will be used, where appropriate, to support:

- understanding of the Code of Conduct.
- respectful communication.
- appropriate member/officer relationships.
- conflict management and resolution.
- equality and inclusion.
- professional boundaries.
- effective meetings. and
- the principles of the national Civility and Respect initiative.

Civility and Respect training may form part of the Council's core councillor development programme and may also be offered to staff where appropriate.

Training in this area is intended to support a positive Council culture and should not be regarded solely as remedial action in response to individual incidents.

11. Training Providers

The Council will seek to use appropriate and reputable training providers.

These may include:

- Yorkshire Local Councils Associations (YLCA).
- Society of Local Council Clerks (SLCC).
- National Association of Local Councils (NALC).
- Calderdale Council and other public-sector bodies.
- recognised professional organisations.
- specialist training providers.
- online training providers. and
- appropriately qualified internal trainers or colleagues.

The Council will consider the suitability, quality, cost and accessibility of training when selecting providers.

12. Funding

Training and development expenditure will be subject to the Council's approved budget and relevant financial regulations and delegation arrangements.

The Council will seek to balance the need for appropriate development with the responsible use of public funds.

Where appropriate, priority will be given to:

1. essential statutory, legal and health and safety requirements.
2. training required to deliver Council services and priorities.
3. training which addresses identified organisational risks or skills gaps.
4. relevant professional development. and
5. other development opportunities where resources permit.

Support for professional qualifications will be considered on a case-by-case basis.

In addition, we encourage employees to undertake external training courses where the period of training may further their career with us. Financial assistance may be provided where the Staffing Committee believes that the performance of the Council will benefit. Where it is provided, this will be subject to a training agreement which requires repayment

by the employee to the Council of the cost of the training on a sliding scale in the event of the termination of employment.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Yorkshire Local Councils Association (YLCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.

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13. Recording Training and Development

The Clerk will maintain an appropriate central record of training undertaken by councillors and staff.

The record will normally include:

- name of individual.
- date of training.
- subject.
- provider.
- whether the training was mandatory, organisational or developmental.
- qualification achieved, where applicable. and
- renewal date, where applicable.

Training records will be maintained in accordance with the Council's data protection requirements.

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14. Evaluation and Sharing of Learning

The Council recognises that the value of training is not solely measured by attendance.

Where appropriate, individuals may be asked to consider:

- whether the training met the identified need.
- what was learned.
- whether any further action is required. and
- whether relevant learning should be shared with colleagues or councillors.

Formal evaluation will be proportionate to the cost, importance and nature of the training.

Routine attendance at short webinars or briefings will not normally require a formal evaluation.

Where significant training has taken place, the Clerk or relevant officer may share key learning with the wider staff team or relevant committee/councillors.

15. Annual Training and Development Planning

The Council will undertake an annual review of training and development needs.

Staff

Training needs will normally be considered as part of annual staff appraisals/reviews and through ongoing management discussions.

The Clerk will maintain an annual Staff Training and Development Plan identifying significant planned training and development requirements.

Councillors

The Clerk, in consultation with the Chair and/or appropriate committee, will review councillor development needs annually.

16. Responsibilities

Full Council

Full Council is responsible for:

- approving this policy.
- approving relevant training budgets.
- supporting a culture of appropriate development. and
- undertaking training relevant to its responsibilities.

Chair of the Council

The Chair will support the development of councillors and may work with the Clerk to identify appropriate member development opportunities.

Town Clerk

The Town Clerk is responsible for:

- implementing this policy.
- identifying and coordinating staff training needs.
- maintaining the Council's training records.
- advising councillors and staff of relevant training opportunities.
- ensuring essential training is undertaken where required.
- maintaining the annual staff training and development plan.

- monitoring training expenditure within delegated authority. and
- reporting significant training and development matters to the Council where appropriate.

Employees

Employees are responsible for:

- participating in relevant training.
- identifying their own development needs.
- applying learning appropriately in their work.
- maintaining any required professional qualifications or certification. and
- sharing relevant learning with colleagues where appropriate.

Councillors

Councillors are responsible for:

- participating in induction.
- undertaking training required or recommended for their responsibilities.
- keeping their knowledge current.
- identifying relevant development needs. and
- applying the knowledge gained to their role as a councillor.

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18. Review of the Policy

This policy will be reviewed every two or earlier where significant changes in legislation, sector guidance, Council responsibilities or organisational circumstances require it.

Next review date: [Month/Year]

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	**Tick to agree**
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has signed up to Code of Conduct for councillors.	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	