07 July 2026

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

Hebden Royd
Town Council

**To Members of the Council**

Dear Sir/Madam

You are hereby summoned to a meeting of the **STRATEGY & REVIEW COMMITTEE**
(Cllrs: Butterick, Guilfoyle, Hedges, Morse, Parry, Turner, Woodhead)
which will be held in the Greenwood Room, Hebden Bridge Town Hall on
**MONDAY 13 JULY at 7.30PM**

[redacted]

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.

**AGENDA**

1. **TO CONFIRM MEBERSHIP OF THE COMMITTEE, & TO ELECT A CHAIR & DEPUTY CHAIR FOR THE COUNCIL YEAR 2026-27**
   The membership of the Strategy & Review Committee shall be formed of the chairs of each committee plus two members as appointed by the committee.

2. **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.**

3. **TO RECEIVE MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

4. **MINUTES OF THE MEETING HELD 28 APRIL 2026**
   To consider matters arising from the minutes of the meeting held 28 April 2026, not itemised on this agenda (enc).

5. **TERMS OF REFERNCE**
   To review the Terms of Reference for this committee and to decide on actions as appropriate (enc).

6. **CYBER SECURITY INSURANCE**
   To consider the information and to decide on actions as appropriate (enc).

7. **TOWN COUNCIL COMMITTEE PRIORITY SETTING**
   To consider the committee priority setting meetings and to decide on action as appropriate (enc).

**8. HRTC ACCOUNTING SOFTWARE**

To consider the purchase of sector specific software for the Town Council accounting processes and to decide on actions as appropriate.

**9. 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**

**MEETING of the STRATEGY & REVIEW COMMITTEE**
**held Tuesday, 28 April 2026**

**MINUTES**

**PRESENT** Councillors: Butterick (Chair), Guilfoyle, Hedges, Turner and Woodhead

Town Clerk: E Green

**580. To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs Fraser and Morse

**581. To receive members` interests relating to agenda items for this meeting.**
No Interests were reported at this meeting.

**582. MINUTES OF THE MEETING HELD 22 APRIL 2026**
There were no matters arising.

*The chair reordered the agenda the agenda as per SO1a to consider Item 5 (minute 583)*

**583. EXCLUSION OF THE PRESS AND PUBLIC**
The committee considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.
**RESOLVED:** exclude members of the public and press for item 4 (minute 584) under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

**584. APPOINTMENT OF DATA PROTECTION OFFICER & FREEDOM OF INFORMATION ADVISOR**
In accordance with the Terms of Reference of this committee at point 5.13, the committee considered the appointment of an external body to support the council in its compliance with the UK General Data Protection Regulation, the Data Protection Act 2018, and the Freedom of Information Act 2000 for the council year 2026-27.

Four quotes from suppliers were considered.

**RESOLVED:** To appoint Breakthrough Communications to support and advise the Town Clerk on matters of General Data Protection Regulations, the Data Protection Act 2018, and the Freedom of Information Act 2000 for the council year 2026-27.

The cost of Breakthrough's CouncilHive is £1995.00 per annum. This is within the Town Councils budget and the sums allocated to Data Protection under Legal and Professional Services

Meeting finished at 11am.

**STRATEGY & REVIEW COMMITTEE**
**TERMS OF REFERENCE**

**Membership:** Minimum of 5 Maximum of 7 Councillors and Ex-officio

**Non-councillor**: Non councillors are not elected to this committee.

**Quorum:** Three Town Councillors with voting rights

**Meetings:** Four meetings per year (or as required)

## 1. Introduction

1.1 The aim of the Strategy &  Committee is to manage the internal audit of the Council's financial and procedural issues.

1.2 The Strategy & Review Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.3 The Strategy & Review Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

## 2. Membership

2.1 The Strategy & Review Committee shall consist of at least five and up to seven Town Councillors. These shall be the chair of each committee and appointments made by the committee.

2.2 The Mayor is ex-officio on this committee.

2.3 Three members of the Committee shall constitute a quorum.

2.4 The Chair and Deputy Chair are to be elected annually at the first meeting of this committee.

2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Strategy & Review Committee will be filled at the next meeting of the Full Council.

2.6 Substitutions are not permitted in the event of a member's absence from a meeting of the Strategy & Review Committee.

## 3. Meetings

3.1 The Town Clerk will call Strategy & Review Committee meetings as necessary and in accordance with the approved schedule of meeting dates.

3.2 Members will be summoned to attend meetings which will usually be held in Hebden Royd Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Members of the public may attend but shall not be permitted to take part in meetings of the Strategy & Review Committee.

## 4. Documentation

4.1 The minutes of all meetings will be taken by the Town Clerk and circulated for approval at Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk.

## 5. Scope

5.1 To review and monitor the income and expenditure of the Council as a whole.

5.2 To prepare, in collaboration with the Clerk/RFO, and recommend the annual draft budget to the Full Council.

5.3 To recommend the draft precept to the Full Council.

5.4 To oversee & scrutinise expenditure, within budget, on budgets not specifically managed by other committees

5.5 To vire funds between budget allocations.

5.6 To review the Internal Audit and External Audit reports, make recommendations to Full Council and oversee the implementation of any required actions.

5.7 To draw up and annually review a reserves strategy for the Full Council's approval.

5.8 To review policies and procedures relating to financial and governance matters to ensure that they are compliant with statutory requirements and best practice and make recommendations thereon to the Full Council.

5.9 To scrutinise and make recommendation on proposals and fees for services.

5.10 To have oversight of GDPR concerns and to review Freedom of Information and SARS requests, and to form a working group to conduct internal reviews as required.

**6. Review**

6.1 The Strategy & Review Committee's Terms of Reference are to be reviewed annually at the first meeting of the committee.

Hebden Royd Town Council

**Committee Priorities Setting Meeting**

| | | |
|---|---|---|
| **DATES:** | Picture House | Tuesday 14 July - 7:30pm |
| | Community Funding | Monday 20 July - 6pm |
| | Projects & Events | Wednesday 22 July - 6pm |
| | Twinning Committee | Wednesday 22 July - 7:30pm |
| | Local Environment & Climate | Monday 10 August - 7:30pm |

---

**Committee:**

**Purpose of the Meeting**
To review the committee's current position, identify and agree priorities for the forthcoming period taking into consideration the three-year budget, staff resources required, and establish timescales for delivery.

---

**1. Review of Previous Priorities**
Previous priorities, ongoing activity and deferred projects.

**2. Current Position**
Achievements

Challenges

Budget Position

**3. Potential Priorities**

List all suggested priorities for consideration.

| Proposed Priority | Community Benefit | Estimated Cost | Staffing & Timescales | Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**4. Priority Assessment**

| | **Priority 1** | **Priority 2** | **Priority 3** | **Priority 4** | **Priority 5** |
|---|---|---|---|---|---|
| Criteria | *Score 1-5* | *Score 1-5* | *Score 1-5* | *Score 1-5* | *Score 1-5* |
| Community Need | | | | | |
| Strategic Importance | | | | | |
| Value for Money | | | | | |
| Deliverability | | | | | |
| Environmental Impact | | | | | |
| Legal Statutory Requirements | | | | | |
| Partnership Opportunities | | | | | |
| TOTALS | | | | | |

## 5. Agreed Committee Priorities

| Proposed Priority | Target Outcome | Lead Officer | Target Completion Date | Comments |
| --- | --- | --- | --- | --- |
| | | | | |
| | | | | |
| | | | | |

## 6. Resources Required

| Proposed Priority | Budget Required | Staffing | External Support | Comments |
| --- | --- | --- | --- | --- |
| | | | | |
| | | | | |
| | | | | |

## 7. Risks and Mitigation

| Proposed Priority | Risk | Likelihood | Impact | Mitigation |
| --- | --- | --- | --- | --- |
| | | | | |
| | | | | |
| | | | | |

## 8. Actions & Recommendations

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________