

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 24th JUNE 2009

MINUTES

PRESENT Councillors; J Smith(Chair for Minute 66 onward), K Boggis (left after Minute 73), R Dixon, L Jones, S Trickett, and D Young(Chair for Minute 65 only)

Also present Peter Layfield, Rotary Club of Hebden Bridge

65. ELECTION OF CHAIR

It was moved by Cllr Trickett

Seconded by Cllr Boggis and

RESOLVED: that Cllr Smith be Chair of the Strategy & Review Committee for the Council year 2009/10

66. ELECTION OF DEPUTY CHAIR

It was moved by Cllr Young

Seconded by Cllr Trickett and

RESOLVED: that Cllr Dixon be Deputy Chair of the Strategy & Review Committee for the Council year 2009/10

67. Apologies for Absence and any substitutions

Apologies for absence were received from Cllr Allison and Cllr Groves and from Cllr Boggis for early departure

68. Members` Interests relating to agenda items for this meeting.

None declared at this point

69. ELECTION OF TOWN COUNCILLOR

Notice of Election, if contested, 30th July 2009. Nominations to be received by Calderdale MBC before noon on Friday 3rd July 2009

It was moved by Cllr Young

Seconded by Cllr Trickett and

RESOLVED: to note the information

70. NALC E-bulletin

Bulletin forwarded by YLCA on activities of National Association of Local Councils

It was moved by Cllr J Smith

Seconded by Cllr Young and

RESOLVED: to note the information

- 71. PUBLIC SECTOR EQUALITY DUTIES**
After discussion
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: that members individually assess the work of the Council against the 5 key steps and report back to the next committee meeting. The Clerk seek to obtain relevant information from Calderdale MBC and Yorkshire Local Councils' Associations
- 72. REARRANGEMENT OF AGENDA**
Chair proposed to consider Item 9 next in view of the public interest
- 73. CHRISTMAS LIGHTING**
Peter Layfield expanded on the offer from the Rotary Club of Hebden Bridge and the Business Association to make a donation to Hebden Royd Town Council for provision of festive lighting in Hebden Bridge
Members consider the report from Environmental Community Warden on proposals for festive lighting in Hebden Bridge
Cllr Dixon stated that the Council should be committed to Christmas lighting improvements throughout the township over the next five years
After discussion
It was moved by Cllr Young
Seconded by Cllr Dixon and
RESOLVED: to recommend to Full Council that, subject to clarification of paragraph 5.3, all recommendations of the report be approved and the offer from the Rotary Club and the Business Association be accepted
- 74. PUBLIC OPEN SPACES PROJECT 2009**
To consider report from Environmental Community Warden on proposals for Brearley and Clegg Nook
It was moved by Cllr Trickett
Seconded by Cllr Young and
RESOLVED: to refer item to the Environmental Renaissance Committee
- 75. LANTERN PROCESSION**
After discussion
It was moved by Cllr Young
Seconded by Cllr Jones and
RESOLVED: that the item would make a positive contribution to the Christmas Lighting 'switch-on and recommend that Full Council approve the project, budget to be taken from Reserves

Extra Item

76.

BUDGET SETTING

It was moved by Cllr Dixon

Seconded by Cllr Jones and

RESOLVED: that the committee formulate a policy on expenditure to guide Council and committees toward setting the budget and that this be an item on the next Strategy & Review Committee Agenda

Meeting closed at 8:35 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 29th JULY 2009

MINUTES

PRESENT Councillors; J Smith(Chair), J Beacroft-Mitchell, K Boggis, R Dixon, C Groves, L Jones, and D Young

495. Apologies for Absence and any substitutions

An apology for absence was received from Cllr Trickett

496. Members` Interests relating to agenda items for this meeting.

Cllr Young declared a personal interest in Minute 167 only as an employee of West Yorkshire Pension Service but stated that he would speak on the subject

497. Matters arising from Minutes of Meeting held 24th June 2009 not itemised on this Agenda

Minute 76, *that the committee formulate a policy on expenditure*, should have been an item on the Agenda

It was moved by Cllr Dixon

Seconded by Cllr Groves and

RESOLVED: to receive an information document prepared by Cllr Dixon for consideration at the next meeting

498. DELEGATED POWERS

After discussion

It was agreed that the delegated powers were appropriate but that the document, GC09 be updated to indicate the committee membership as 1 member per Ward plus 2 further members to allow for independent member representation

499. PUBLIC SECTOR EQUALITY DUTIES

The Chair introduced a sample document produced by Calderdale PCT and asked the question, Do we want to produce a single equality scheme document relevant to the services provided by this Council.

After discussion

It was moved by Cllr Groves

Seconded by Cllr Dixon and

RESOLVED: that members study the PCT document with a view that, at the next meeting members formulate a simple policy document to be used across Council.

- 500. REARRANGEMENT OF AGENDA**
Chair proposed to consider Item 6 as last item
- 501. LOCAL GOVERNMENT PENSION SCHEME**
Cllr Young appraised members of the purpose of the review and clarified some issues
After discussion
It was moved by Cllr Young
Seconded by Cllr Groves and
RESOLVED: to approve the local funding targets as Table 1 in the consultation document
- 502. COMMUNITY GOVERNANCE REVIEWS**
NALC Legal Topic Note, LTN 73
After discussion
It was moved by Cllr Dixon
Seconded by Cllr Groves and
RESOLVED: to ask the Clerk to seek maps indicating ward boundaries from Calderdale MBC and that initially, each ward Councillor look for anomalies in their boundaries that could affect community cohesiveness
- 503. PROJECT DEVELOPMENT**
After discussion
It was moved by Cllr Dixon
Seconded by Cllr Jones and
RESOLVED: to ask the Allotments Committee to obtain estimates of the cost of creating allotments at Sandy Gate
- 504. SERVICES PROVIDED BY HEBDEN ROYD TOWN COUNCIL**
Cllr Dixon distributed a paper summarising the division of Council expenditure over the last 3 years with the question of, How do we move forward.
After discussion
It was moved by Cllr Groves
Seconded by Cllr Beacroft-Mitchell and
RESOLVED: that members read the document to inform them for discussion to take place at the next meeting.

Meeting closed at 9:05 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 9th SEPTEMBER 2009

MINUTES

PRESENT Councillors; J Smith(Chair), R Dixon, C Groves, L Jones, S Trickett and D Young

216. Apologies for Absence and any substitutions

An apology for lateness was received from Cllr Trickett

217. Members` Interests relating to agenda items for this meeting.

None declared at this point

218. Matters arising from Minutes of Meeting held 29th JULY 2009 not itemised on this Agenda

In response to a question from Cllr Groves re Minute 168, the Clerk assured members that Ward maps were available and would be enclosed with the next set of Agenda papers

219. PUBLIC SECTOR EQUALITY DUTIES

The need for a simple policy document to be used across Council was reiterated but it was also recognised that in this particular location the existence of minority groups, particularly of different ethnicity was not apparent. It was suggested that a question be included on the grant application form asking, "Do you consider yourself to be a minority ethnic group?" and that a monitoring document be enclosed with all employment application forms.

It was moved by Cllr Groves

Seconded by Cllr Dixon and

RESOLVED: to ask the Chair to produce a policy document that responded to the 5 Key Steps for consideration at the next meeting and implement with immediate effect, question on Grant Application Form and an Employment Monitoring Form

220. BUDGET SETTING

After discussion

It was moved by Cllr Groves

Seconded by Cllr Jones and

RESOLVED: to recommend to Full Council that a Standing Order be reinstated requiring estimates on expenditure by committees in the next Financial Year, be received by the Clerk before 1st December to enable Budget recommendations be formulated by the Strategy & Review Committee. The Strategy & Review Committee meeting scheduled for 13th January 2010 should be brought forward to 6th January 2010

221. SERVICES PROVIDED BY HEBDEN ROYD TOWN COUNCIL

After discussion

It was moved by Cllr Dixon

Seconded by Cllr Jones and

RESOLVED: that the Budget should be divided into five sections for consideration, Administration, Grants, Projects Externally Funded, Projects Internally Funded and Salaries

To meet Councils needs

It was moved by Cllr Young

Seconded by Cllr Dixon and

RESOLVED: the Staffing Structure should comprise the Clerk/RFO, a Neighbourhood Manager encompassing the roles of Environmental Community Warden and Deputy Clerk, with or working towards Clerk qualifications and an Administrative Assistant/Mayor's Secretary (half-time post). The need for a Training Budget should be acknowledged. Project Officers be employed on a contract basis for particular projects as and when necessary

222. CALDERDALE COMPACT

It was moved by Cllr Trickett

Seconded by Cllr Jones and

RESOLVED: to defer this item to the next meeting of the Strategy & Review Committee

Meeting closed at 9:20 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 21st OCTOBER 2009

MINUTES

PRESENT Councillors; R Dixon, (Chair for Minute 290 onward), J Allison, Mrs Bampton Smith, Beacroft-Mitchell (Chair for Minute 289 only) K Boggis, C Groves, L Jones, and D Young

289. ELECTION OF CHAIR

It was moved by Cllr Groves

Seconded by Cllr Mrs Bampton Smith and

RESOLVED: that Cllr Dixon be Chair of the Strategy & Review Committee for the Council year 2009/10

Cllr Dixon expressed appreciation and thanks to Cllr J Smith for her excellent work with the committee hitherto

290. ELECTION OF DEPUTY CHAIR

It was moved by Cllr Groves

Seconded by Cllr Jones and

RESOLVED: that Cllr Mrs Bampton Smith be Deputy Chair of the Strategy & Review Committee for the Council year 2009/10

291. Apologies for Absence and any substitutions

An apology for absence was received from Cllr S Trickett,

292. Members` Interests relating to agenda items for this meeting.

None declared at this point

293. Matters arising from Minutes of Meeting held 9th September 2009 not itemised on this Agenda

Cllr Dixon issued a guidance document in preparation for Budget considerations at the meeting in December

It was moved by Cllr Dixon

Seconded by Cllr Mrs Bampton Smith and

RESOLVED: to use the document to process the Budget for the financial year 2010/11

294. COMMUNITY GOVERNANCE REVIEWS

A number of anomalies in ward boundaries were identified

It was moved by Cllr Dixon

Seconded by Cllr Boggis and

RESOLVED: to bring all identified issues for consideration at next meeting

- 295. PUBLIC SECTOR EQUALITY DUTIES**
Members considered the report prepared by Cllr J Smith.
After discussion
The Chair agreed to ask Cllr J Smith if she would consider being the ‘nominated’ member
It was moved by Cllr Jones
Seconded by Cllr Boggis and
RESOLVED: to seek information from the census to inform and accept recommendations, amended to read;
2.1.1 *That the Town Council, gathers information about which groups represented by the single equality schemes live in the district. The scheme covers gender, race, disability, age, religion, sexual orientation, carers, people who live in poverty.*
2.1.2 *That the Town Council ascertain what impact its current activities and services have on the people who receive them.*
2.1.3 *That all staff during induction undertake, and elected members are offered, a diversity training programme to include the general and specific duties and why they are important*
- 296. CALDERDALE COMPACT**
Members appreciated the raison d’être for the scheme but were unsure about the benefits
After discussion
It was moved by Cllr Allison
Seconded by Cllr Groves and
RESOLVED: to seek advice on the implications of signing from Yorkshire Local Councils’ Associations
- 297. ACTION FOR MARKET TOWNS CONVENTION**
Cllr Allison reported that there was a possible cost of £20,000 involved in gaining permission to host the Annual Convention
After discussion
It was moved by Cllr Groves
Seconded by Cllr Allison and
RESOLVED: to write to Action for Market Towns explaining that the Council was already heavily committed with activities and events in the next financial year but would be prepared to consider hosting in a future year
- 298. COURSES/CONFERENCES**
After discussion
It was agreed that learning together was beneficial, to seek to establish a training budget and Cllr Mrs Bampton Smith would approach the Calderdale MBC Training Officer to establish the parameters for training

Meeting closed at 8:30 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 2nd DECEMBER 2009

MINUTES

PRESENT Councillors; R Dixon (Chair), J Allison(arrived during Minute 375), C Davenport, C Groves, L Jones, S Trickett(arrived during Minute 375), and D Young

373. Apologies for Absence and any substitutions

An apology for absence was received from Cllr **Mrs Bampton Smith, Cllr C Davenport** substituting

It was moved by Cllr Jones

Seconded by Cllr Young and

i) **RESOLVED:** to note the apology and substitution

It was moved by Cllr Jones

Seconded by Cllr C Davenport and

ii) **RESOLVED:** to note that no other apologies had been received

374. Members` Interests relating to agenda items for this meeting.

Cllr Dixon declared a prejudicial interest in Minute 378, on budget items relating to the 'Town Hall', as a Trustee of Hebden Bridge Community Association

375. Matters arising from Minutes of Meeting held 21st October 2009 not itemised on the Agenda

Cllr Young requested an update re Minute 295

The Clerk reported that Cllr Mrs Bampton Smith had supplied the name of the Training Officer at Calderdale MBC

376. COMMUNITY GOVERNANCE REVIEWS

It was acknowledged that boundary change could be a lengthy process and considerable consultation would be required

After discussion

It was moved by Cllr Groves

Seconded by Cllr Allison and

RESOLVED: to request information from Calderdale MBC on process required and time scale likely for any changes

377. CALDERDALE COMPACT

After discussion

It was moved by Cllr Dixon

Seconded by Cllr Allison and

RESOLVED: to respond to YLCA that Hebden Royd Town Council would wish to sign up to the Compact as a Statutory Authority

378. BUDGET

Members noted that, with the information available at this stage, the draft budget for 2010/11 would require an increase in expenditure of approximately £22,000 equivalent to an 8% increase.

After discussion

A proposition by Cllr Allison, seconded by Cllr Trickett, to recommend no increase in the budget, was rejected on an original vote from the Chair

It was moved by Cllr Groves

Seconded by Cllr C Davenport and

RESOLVED: to recommend the target precept for 2010/11 should be last year's level plus inflation, taken at September 2009, i.e.1.1%

A recorded vote was requested

FOR Cllrs; Davenport, Dixon, Groves and Young

AGAINST Cllrs; Allison, Jones and Trickett

ABSTENTIONS None

Members will decide on detailed budget recommendations at a meeting on 6th January 2010

Meeting closed at 8:55 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 6th JANUARY 2010

MINUTES

PRESENT Councillors; R Dixon (Chair), J Allison, Mrs Bampton Smith, J Beacroft-Mitchell, K Boggis, C Groves, L Jones, S Trickett(arrived during Minute 411) and D Young

408. Apologies for Absence and any substitutions

There were no apologies for absence

409. Members` Interests relating to agenda items for this meeting.

Cllr Dixon declared a prejudicial interest in any items relating to the Council Office building only as a trustee of the Hebden Bridge Community Association

410. Matters arising from Minutes of Meeting held 2nd December 2009 not itemised on the Agenda

The Clerk reported that there was no new information in relation to outstanding matters and these would be carried forward to the next meeting

411. BUDGET

The Chair stated his view of the criteria by which the budget should be decided, that services that provided the greatest benefit to the maximum number of residents should be preserved, and invited each member in turn to present their views.

A consensus was that budgets for the Open Space Project, Election Expenses, Twinning and a small amount from Community Funding could be cut to meet the target of a 1.1% increase in the precept, the rate of inflation in September 2009.

Agreement existed on the need for funding for Central Street regeneration but guidance was needed on how to treat the fund.

It was moved by Cllr Dixon

Seconded by Cllr Allison and

RESOLVED: to seek advice from the auditor on treatment of the Central Street budget and recommend to Full Council that the Precept for the Financial Year 2010/11 be set at £198,684 and the Budget be as the attached sheet, BF1.

Meeting closed at 8:20 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 24th FEBRUARY 2010

MINUTES

PRESENT Councillors; R Dixon (Chair), Mrs Bampton Smith, K Boggis,
C Groves, L Jones, and D Young

495. Apologies for Absence and any substitutions

An apology for absence was received from Cllr S Trickett

496. Members` Interests relating to agenda items for this meeting.

Cllr Dixon declared a personal interest in items relating to the Council Office building only as a trustee of the Hebden Bridge Community Association

497. Matters arising from Minutes of Meeting held 6th January 2010 not itemised on the Agenda

The Clerk reported that little interest had been expressed by Calderdale MBC in respect of Community Governance Reviews and there was still no new information in relation to Yorkshire Local Councils' Associations opinion on Calderdale Compact.

It was moved by Cllr Jones

Seconded by Cllr Groves and

i) **RESOLVED:** to take no action in relation to Community Governance Reviews unless the situation changes.

It was moved by Cllr Dixon

Seconded by Cllr Young and

ii) **RESOLVED:** not to sign up to Calderdale Compact at the present time

498. BUDGET REVIEW

Members were in agreement that the process used in setting the Budget for the next financial year had delivered what was required in a business-like manner

It was moved by Cllr Mrs Bampton Smith

Seconded by Cllr Boggis and

RESOLVED: to follow the same procedure next year subject to any variations required by amendments to Standing Orders

- 499. STANDING ORDERS**
 After discussion
 It was moved by Cllr Groves
 Seconded by Cllr Young and
 i) **RESOLVED:** to establish a Working Party, comprising two members plus the Clerk, to appraise and recommend on the model Standing Orders published by NALC. Meeting set for 12th March 2010, 10:00 am at the Council Office
 It was moved by Cllr Young
 Seconded by Cllr Mrs Bampton Smith and
 ii) **RESOLVED:** that Cllr Dixon be a member of the Working Party
 It was moved by Cllr Cllr Groves
 Seconded by Cllr Jones and
 iii) **RESOLVED:** that Cllr Mrs Bampton Smith be a member of the Working Party
- 500. AFFORDABLE/SOCIAL HOUSING**
 Cllr Mrs Bampton Smith announced that 12 units of affordable housing, 8 houses and 4 flats, were to be constructed on the former Health Centre site on Thrush Hill Road
 It was moved by Cllr Dixon
 Seconded by Cllr Jones and
 i) **RESOLVED:** to write to Calderdale MBC enquiring as to what was the current provision of affordable housing in Hebden Royd and what was the estimated need.
 It was moved by Cllr Mrs Bampton Smith
 Seconded by Cllr Boggis and
 ii) **RESOLVED:** to invite Mark Thompson and Mark Dowson to address a meeting of Full Council
- Note
501. Cllr Mrs Bampton Smith took the Chair for the next item
TOWN HALL
 Discussion took place in relation to the regime change and the potential consequences for Hebden Royd Town Council resulting from the change of landlord from Calderdale MBC to Hebden Bridge Community Association
 It was moved by Cllr Groves
 Seconded by Cllr Young and
RESOLVED: state the use of rooms in the Council Office Building to reflect the present and future needs of the Council
 Cllr Dixon abstained in the vote
- Note
502. Cllr Dixon regained the Chair
FOR PROFIT ORGANISATIONS
 It was moved by Cllr Dixon
 Seconded by Cllr Groves and
RESOLVED: to refer consideration of this item to the Community Funding Committee

503.

FUTURE MEETINGS

The Chair expressed the view that the Strategy & Review Committee should be more proactive

Members were in agreement that they wanted to see works on Central Street completed by 2011. It was noted that allotments were actively under development

New items for consideration included;

a Young Peoples Committee (under NALC Standing Order suggestions, an Advisory Committee) to develop communications and facilities for young people to satisfy their needs and wants

a website better suited for communications with the electorate with a designated officer updating the site

seek interested persons to become candidates in the next election by holding an Open Day in February 2011 – to be prepared in October

Hebden Bridge Community Association hold an Open Day for community groups including Hebden Royd Town Council

Meeting closed at 8:30 pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 7th APRIL 2010

MINUTES

PRESENT Councillors; R Dixon (Chair), Mrs Bampton Smith, C Groves, L Jones, and D Young

595. Apologies for Absence and any substitutions

Apologies for absence were received from Cllrs; **K Boggis** and **S Trickett**

596. Members` Interests relating to agenda items for this meeting.

None declared at this point

597. Matters arising from Minutes of Meeting held 24th February 2010 not itemised on this Agenda

Cllr Dixon stated that three web site designs would shortly be available
Cllr Mrs Bampton Smith asked about the level of proactivity envisaged, Minute 503

The clerk responded to a question from Cllr Jones that invitations to the Calderdale Officers, Minute 500 ii), would be issued in the New Council Year

598. STANDING ORDERS

a) STANDING ORDERS (NALC)

The draft Standard Orders as received from NALC had been perused and customised by a Working Party as per Minute 499 i)

After discussion, thanks were expressed to members of the Working Party for their diligence

It was moved by Cllr Mrs Bampton Smith

Seconded by Cllr Groves and

i) **RESOLVED:** that in relation to Draft Standing Order 27, the Strategy & Review Committee reviews Council's policy regarding statements to the press

It was moved by Cllr Groves

Seconded by Cllr Jones and

ii) **RESOLVED:** that the draft copy of Standing Orders, with the minor amendments agreed at this meeting, be presented to Full Council for adoption

b) FINANCIAL REGULATIONS

After discussion, thanks were expressed to members of the Working Party for their diligence

RESOLVED: that the draft copy of Financial Regulations, with the minor amendments agreed at this meeting, be presented to Full Council for adoption

599.

FINANCIAL ARRANGEMENTS

The Clerk drew the attention of members to the poor performance delivery from the Council's Bank

After discussion

It was moved by Cllr Dixon

Seconded by Cllr Groves and

RESOLVED: to enquire from the Bank how the Council could legally obtain Petty Cash

It was moved by Cllr Young

Seconded by Cllr Groves and

RESOLVED: to investigate investment opportunities with the Council's current bank

Meeting closed at 8:40 pm