

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE Held Wednesday 9th June 2010

MINUTES

PRESENT: Councillors; Cllr Allison, Beacroft-Mitchell, Davenport, Dixon, Fekri, Groves & Young.

- 65. Election of Chair**
It was moved by Cllr Davenport
Seconded by Cllr Groves and
RESOLVED: that Cllr Dixon be appointed the Chair of Strategy & Review Committee for 2010/11.
- 66. Election of Vice Chair**
It was moved by Cllr Beacroft-Mitchell
Seconded by Cllr Allison and
RESOLVED: that Cllr Fekri be appointed the Vice Chair of Strategy & Review Committee for 2010/11.
- 67. Apologies for Absence and any substitutions**
Apologies were noted for Cllr Bampton Smith with Cllr Davenport acting as a substitute.
- 68. Members` Interests relating to agenda items for this meeting.**
Cllr Allison as resident relating to minute 71.
Cllr Beacroft-Mitchell as resident relating to minute 71.
- 69. Matters arising from Report of Allotments Meeting held 7th April 2010 not itemised on this Agenda**
None noted.
- 70. Staffing Structure**
Following lengthy discussion
It was moved by Cllr Young
Seconded by Cllr Allison and
RESOLVED: to approach the Mayors Secretary/Administration Assistant to provide additional support to the council by working an additional 5 hours per week for 4 months.
It was moved by Cllr Dixon
Seconded by Cllr Beacroft Mitchell and
RESOLVED: that the clerk reviews the post of Neighbourhood Manager, contacting all members for suggestions and present a report at the next Strategy & Review meeting on the 21st July.
It was moved by Cllr Dixon
Seconded by Cllr Allison and
RESOLVED: that a new Neighbourhood Manager be in post by autumn 2010

It was moved by Cllr Allison
Seconded by Cllr Fekri and
RESOLVED: that Hebden Royd Town Council does not offer project management assistance to community groups until a new Neighbourhood Manager is in post.

71. Car Park Mytholmroyd

It was moved by Cllr Allison
Seconded by Cllr Fekri and

RESOLVED: that in principal Hebden Royd Town Council is in support of the project as outlined.

72. Community Flood Plan

It was moved by Cllr Allison
Seconded by Cllr Fekri and

RESOLVED: that Hebden Royd Town Council write to CMBC requesting a copy of their Community Flood Plan for Hebden Royd Town Council to comment on. In addition the community flood plan document should be circulated again for comment by ward.

73. Hebden Royd Town Council Website

It was moved by Cllr Dixon
Seconded by Cllr Fekri and

RESOLVED: to form a working party comprising Cllr Dixon, Cllr Sawyer and the clerk to develop proposals.

74. DATE OF NEXT MEETING

7.30pm 21st July 2010.

Meeting finished at 8.25pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 21st July 2010

MINUTES

PRESENT: Cllrs Bampton Smith, Dixon, Fekri, Groves, Trickett (from minute 153) & Young.

- 151. Apologies for Absence and any substitutions**
Apologies were noted for Cllr Beacroft Mitchell with Cllr Trickett acting as a substitute.
- 152. Members` Interests relating to agenda items for this meeting.**
Cllr Dixon as a Trustee of the Hebden Bridge Community Association.
- 153. Matters arising from meeting held 9th June 2010 not itemised on this Agenda**
Minute 70 – it was confirmed that the Mayors Secretary has added 5 hrs per week to her contract temporarily.
Minute 71 should read principle
Minute 72 – we should ask CMBC for information on areas of high risk of flooding in Hebden Royd.
Minute 73 – the specification was soon to be distributed for the new website.
- 154. Audit Process**
Following discussion
It was moved by Cllr Dixon
Seconded by Cllr Groves and
RESOLVED: to increase Fidelity Insurance to £300k
It was moved by Cllr Dixon
Seconded by Cllr Groves and
RESOLVED: to make the HRTC auditor and the Mayor available to the internal auditor.
It was moved by Cllr Dixon
Seconded by Cllr Groves and
RESOLVED: to approve the effectiveness of the internal audit process.
- 155. Neighbourhood Manager**
Following discussion
It was moved by Cllr Dixon
Seconded by Cllr Bampton Smith and
RESOLVED: to accept the changes proposed, remove references to humour and to public art and to pass to the Staffing Committee to set a timetable for recruitment.

- 156. Election 2011**
It was moved by Cllr Dixon
Seconded by Cllr Groves and
RESOLVED: to set a date and venue for a councillor recruitment day to include refreshments and to work with CMBC Electoral Services to facilitate a quality event. A working party of the Mayor, Clerk and 1 additional Councillor to deliver this.
- 157. Electronic Mail**
It was moved by Cllr Fekri
Seconded by Cllr Bampton Smith and
RESOLVED: to work towards an opt out system by May 2011 with a limited number of papers available at the time of a meeting.
- 158. Station Road Car Park Lease**
It was moved by Cllr Young
Seconded by Cllr Groves and
RESOLVED: to sign the agreement.
- 159. PA System**
It was moved by Cllr Dixon
Seconded by Cllr Bampton Smith and
RESOLVED: to note the quotation and look for further costings.

Meeting Finished 8.35pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE Held Wednesday 1st SEPTEMBER 2010

MINUTES

PRESENT: Councillors; Cllrs Beacroft-Mitchell, Dixon, Groves, Trickett & Young.

224. Apologies for Absence and any substitutions

Apologies were noted for Cllr Fekri and Cllr Bampton Smith with Cllr Trickett acting as a substitute.

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

None were noted.

226. Matters arising from meeting held 21st July 2010 not itemised on this Agenda.

Minute 153 – The website was progressing with 2 sub contractors spoken 2 with 1 remaining.

Minute 155 – Adverts have been placed this week.

Minute 156 – date for the event set as the 10th November at 7.30pm in the Council Chamber.

It was moved by Cllr Beacroft Mitchell

Seconded by Cllr Trickett and

RESOLVED: to provide refreshments for the event out of election expenses.

Minute 158 – Councillors were advised of expected legal costs of £475

It was moved by Cllr Young

Seconded by Cllr Groves and

RESOLVED: to identify the Station Road Car Park as a separate cost area and accounted as a separate item.

227. Stubb Playing Field

This playing field owner by CMBC but managed by Calder High School is currently classified as a recreation area. A Friends of Stubb Field exists who are looking to secure the long term future of the field.

It was moved by Cllr Groves

Seconded by Cllr Beacroft Mitchell and

RESOLVED: to initially contact the Friends of Stubb Field and identify the groups aims.

228. Stair Climber

It was moved by Cllr Dixon

Seconded by Cllr Trickett and

RESOLVED: that the stair climber is for use only in the Council Offices. Additional users are to be trained with the Hebden Bridge Community Association to be invited to nominate an individual for training and then use on their insurance.

229.

The Future Role Of Hebden Royd Town Council

A lengthy discussion followed considering services potentially under threat in Hebden Royd as a result of the expected reduction in the central government grant to Calderdale MBC.

While evidence was not available that services are under threat it was felt that a proactive approach to this situation was appropriate so as to secure the best results for Hebden Royd.

It was moved by Cllr Groves

Seconded by Cllr Young and

RESOLVED: to approach Calderdale MBC with a statement of intent outlining our commitment to support services that may be at risk within Hebden Royd. Particular focus being on the Hebden Bridge Picture House, Mytholmroyd Library, Hebden Bridge Markets and the Parks and Public Spaces of Hebden Royd.

Meeting finished at 8.20pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 13th OCTOBER 2010

MINUTES

PRESENT: Cllrs Dixon (Chair), Allison, Groves, Trickett (from minute 302) & Young.

299. Apologies for Absence and any substitutions

Apologies were noted for Cllr Beacroft Mitchell due to CMBC responsibilities with Cllr Trickett acting as a substitute and for Cllr Bampton Smith due to illness.

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

Cllr Dixon as a Trustee of the Hebden Bridge Community Association.

301. Matters arising from meeting held 1st September 2010 not itemised on this Agenda

As per minute 227 members of the Stubb Playing Field Group have been contacted but were unable to attend the meeting, they plan to attend the meeting on the 24th November 2010.

As per minute 229 CMBC have been contacted and a subsequent meeting held with both the Leader and the Chief Executive of CMBC. Two additional meetings have been held with interested parties and representatives of the Hebden Bridge Community Association and the Hebden Bridge Partnership. At present requests are being made for information relating to the financial position of these services and recent building surveys if appropriate.

302. Town Crier

It was moved by Cllr Dixon
Seconded by Cllr Allison and

RESOLVED: that Cllr Dixon research the costs involved with providing regalia and the protocols for appointment of a Town Crier.

303. CMBC Budget Consultation

Following lengthy discussion.

It was moved by Cllr Dixon
Seconded by Cllr Young and

RESOLVED: to write to CMBC outlining that in its present format the document is difficult to complete and make recommendations due to a lack of information. We however are committed to remain in contact with CMBC to deliver the best facilities for the people of Hebden Royd and surrounding areas.

304.

District/Parish Plan

It was acknowledged that this was a substantial, in terms of both time and financial resources, piece of work which would shape the work of Hebden Royd Town Council for years to come.

It was moved by Cllr Allison

Seconded by Cllr Dixon and

RESOLVED: that when in post the Neighbourhood Manager, in partnership with the Clerk prepare a report for full council outlining the resources required and the time scales involved with the aim of establishing a working party following the elections in May 2011.

305.

Young Peoples Working Party

It was moved by Cllr Dixon

Seconded by Cllr Allison and

RESOLVED: to include this on the next full council agenda when members of the working party will be present to discuss changing its status to a full committee. Additionally consideration to be given to providing resources and ensuring the work is parish wide.

HEBDEN ROYD TOWN COUNCIL

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

MINUTES

PRESENT: Cllrs Dixon (Chair), Allison (from minute 368), Bampton Smith, Beacroft Mitchell (from minute 368), Fekri, Groves, & Young.

365. Apologies for Absence and any substitutions.

Cllr Beacroft Mitchell for lateness.

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

None noted.

367. Matters arising from meeting held 13th October 2010 not itemised on this agenda.

It was noted that the Neighbourhood Manager has been tasked with developing a District/Parish plan.

Note Cllr Allison & Cllr Beacroft Mitchell arrived.

368. TOWN CRIER

It was moved by Cllr Young

Seconded by Cllr Fekri and

RESOLVED: to defer the item until costs are received and then decide whether to appoint.

369. NEW COUNCILLORS EVENING.

It was agreed the evening was a success with the content being well organised, presented and relevant.

It was moved by Cllr Dixon

Seconded by Cllr Fekri and

RESOLVED: to hold a second evening on Thursday February 17th 2011.

370. PORTAL AND TWINNING SIGNAGE

It was moved by Cllr Dixon

Seconded by Cllr Fekri and

RESOLVED: to defer the item until costs are received.

371. MYTHOLMROYD STATION CAR PARK

Following a lengthy discussion

It was moved by Cllr Dixon

Seconded by Cllr Fekri and

RESOLVED: to provide up to £4k from reserves to complete a feasibility study with a £3k contribution from Network Rail. To consider funding for 2011/12 the report along with design and costings to be presented to the next meeting of Strategy & Review on the 5th January 2011

- 372. FAIR FOR YOUTH**
It was moved by Cllr Young
Seconded by Cllr Groves and
RESOLVED: to allocate £5k in the 2011/12 budget.
- 373. PHOTOGRAPHY & PUBLICITY**
It was moved by Cllr Dixon
Seconded by Cllr Fekri and
RESOLVED: to pay for photography on a event by event basis. Press release work to remain in house.
- 374. BUDGET SETTING**
Councillors presented recommendations to be included in the budget.
Cllr Allison, to increase the Kaberry/Baker Award to £2K.
Cllr Young, to have a separate budget for the Graffiti Wall.
Cllr Beacroft Mitchell, to include potential asset transfers in the budget.
Cllr Bampton Smith, to reduce Office Expenditure to £6k and Subscriptions to £1k.
Cllr Groves, to increase Community Funding budget.
Cllr Dixon presented a paper on Central Street. Following a long discussion
It was moved by Cllr Dixon
Seconded by Cllr Fekri and
RESOLVED: to recommend to council that financial support for this project should not be made available in 2011/12 with council to consider the full report at the next full council meeting on the 8th December.

Members will decide on detailed budget recommendations at a meeting on 5th January 2010

Meeting finished at 9.15pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 5th JANUARY 2011

MINUTES

PRESENT: Cllrs Dixon (Chair) Allison, Bampton Smith, Beacroft Mitchell
Fekri, Groves & Young.

411. Apologies for absence and any substitutions

None were received.

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

None were noted at this time.

**413. Matters arising from meeting held 24th November 2010 not
itemised on this Agenda**

None were noted

414. SUSTAINABLE COMMUNITIES ACT

It was moved by Cllr Dixon

Seconded by Cllr Fekri and

RESOLVED: to write to Calderdale Metropolitan Borough Council to ascertain their commitment and involvement with this act and to write to Greg Clark MP to ensure that the short listed proposals made under the act are dealt with expeditiously.

415. TOWN CRIER

It was moved by Cllr Groves

Seconded by Cllr Fekri and

RESOLVED: a) to invite Les Cutts to act as the Town Crier for Hebden Royd and represent the parish.

It was moved by Cllr Dixon

Seconded by Cllr Groves and

RESOLVED: b) to invite Les Cutts to present to full council the work of a Town Crier and to outline what is needed from Hebden Royd Town Council to represent Hebden Royd appropriately.

416. MYTHOLMROYD STATION CAR PARK

Note - Cllrs Bampton Smith, Beacroft Mitchell and Fekri declared an interest at this point as CMBC Councillors.

After a lengthy discussion and consideration of the feasibility study and financial options

It was moved by Cllr Dixon

Seconded by Cllr Beacroft Mitchell and

RESOLVED: a) that the project be progressed and developed further.

It was moved by Cllr Dixon

Seconded by Cllr Fekri and

RESOLVED: b) to establish a working party to work with the Neighbourhood Manager to deliver this car park.

417. BUDGET SETTING 2011/12

A lengthy discussion considered options for the council to take forward in 2011/12. Reports on a Parish Plan and costings for Portal Signage were considered as well as the Mytholmroyd Station Feasibility Study. Further analysis of the Allotment Committees budget requests were also considered.

It was moved by Cllr Fekri

Seconded by Cllr Beacroft Mitchell and

RESOLVED: a) to set a precept that does not increase the annual cost to each household in Hebden Royd.

It was moved by Cllr Allison

Seconded by Cllr Fekri and

RESOLVED: b) to adopt and recommend to full council the draft budget submitted to this meeting (attached) with four alterations.

These being:

Reduce Christmas Lighting to £7,500 from £10,000.

Reduce Mytholmroyd Station Car Park to £25,000 from £30,000

Remove portal signage from the budget £3,120 to £0.

Reduce Parish Plan to £7,500 from £10,000.

Meeting finished 9.15pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held WEDNESDAY 16th FEBRUARY 2011

MINUTES

PRESENT: Cllrs Dixon (Chair) Davenport & Young.

- 490. Apologies for absence and any substitutions**
Cllr Allison, Beacroft-Mitchell & Bampton- Smith due to CMBC commitments & Groves due to ill health. Cllr Davenport to act as substitute for Cllr Bampton-Smith.
- 491. Members` Interests relating to agenda items for this meeting.**
None were noted at this time.
- 492. Matters arising from meeting held 24th November 2010 not itemised on this Agenda.**
It was noted that minute 415 invited Les Cutts to be come Town Crier for Hebden Royd.
- 493. TOWN CRIER**
Les Cutts has been invited to become Town Crier for Hebden Royd as per minute 415.
- 494. FINANCIAL REGULATIONS**
Following discussion.
It was moved by Cllr Dixon
Seconded by Cllr Davenport and
RESOLVED: to amend section 7.2 of the Financial Regulations, removing '*reported to and ratified by the next available meeting.*' and replaced with '*is ratified by two members of the council*'.
It was moved by Cllr Dixon
Seconded by Cllr Davenport and
RESOLVED: to insert as 6.5 '*If payments for goods or services, to ensure best value and availability, necessitates payment via the Town Council debit card the clerk shall process that payment (up to the maximum amount as laid out in 3.2) with each payment reported and ratified at the next Council Meeting.*'
- 495. QUALITY PARISH STATUS**
It was moved by Cllr Dixon
Seconded by Cllr Young and
RESOLVED: that Town Clerk and Mayor prepare a 1st draft for consideration at next Strategy & Review meeting.
- 496. STUBB PLAYING FIELD**
It was moved by Cllr Dixon
Seconded by Cllr Davenport and
RESOLVED: To approach key partners, develop a plan and work towards approaching CMBC with regard to a asset transfer of the site.

Meeting finished at 8.00pm.

