

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 20<sup>th</sup> June 2012

#### MINUTES

**PRESENT** Councillors; Baker, Fearon, Hodgins, Press, Talbot, & Young.

**Clerk: Jason Boom – Town Clerk HRTC.**

**86. ELECTION OF CHAIR/DEPUTY CHAIR**

It was moved by Cllr Young

Seconded by Cllr Fearon and

**RESOLVED** that Cllr Talbot be Chair of the Strategy & Review Committee for the Council year 2012/13.

It was moved by Cllr Press

Seconded by Cllr Young and

**RESOLVED** that Cllr Hodgins Deputy Chair of the Strategy & Review Committee for the Council year 2012/13.

**87. Apologies for Absence and any substitutions**

Apologies were received from Cllrs Davenport, Sweeney & Scorer with Cllrs Fearon & Press acting as substitutes.

**88. Members` Interests relating to agenda items for this meeting.**

None were noted at this time.

**89. To report on matters arising from the minutes of meeting held 25<sup>th</sup> April 2012 not itemised on this agenda.**

It was moved by Cllr Baker

Seconded by Cllr Young and

**RESOLVED** that the Neighbourhood Manager contact Metro to gain possession of the Feasibility Study for Mytholmroyd Station Car Park as per minute 790 (2011/12).

**90. CODE OF CONDUCT**

Following a discussion

It was moved by Cllr Young

Seconded by Cllr Press and

**RESOLVED** that the Strategy & Review committee recommend to Full Council that *‘with effect from 1<sup>st</sup> July 2012 the provisions of the Code of Conduct for Members which existed prior to 1<sup>st</sup> July 2012, with the exception of paragraphs 8, 9 and 10 relating to personal and prejudicial interests which are replaced by the provisions relating Disclosable Pecuniary Interests set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, be adopted as the Council’s Code of Conduct for members’.*

**91. CONSULTATION ON TOWN COUNCIL EXTERNAL AUDITOR**

It was moved by Cllr Baker

Seconded by Cllr Young and

**RESOLVED** that the Town Council not object to the Audit Commissions proposal.

**92. PICTURE HOUSE PAYMENTS**

It was moved by Cllr Press

Seconded by Cllr Hodgins and

**RESOLVED** that the Town Clerk explore with the Internal Auditor including payments on the Picture House Committee Agenda and recommend that the Budgetary Control limit for the Town Clerk be increased to £1000.00 as in 3.2 of the Town Councils Standing Orders/Financial Regulations.

**93. ANNUAL TOWN MEETING ATTENDANCE**

It was moved by Cllr Young

Seconded by Cllr Baker and

**RESOLVED** that the Neighbourhood Manager consider methods to increase attendance and cost implications for the next meeting.

**94. DATE OF THE NEXT MEETING**

22nd August 2012 7:30pm

Meeting Finished 8.10pm

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 22<sup>nd</sup> August 2012

#### MINUTES

**PRESENT** Councillors; Talbot (Chair) Hodgins, Press, Scorer & Sweeney.

**Clerk: Jason Boom – Town Clerk HRTC.**

- 217. Apologies for Absence and any substitutions**  
Apologies were received from Cllrs Baker & Young with Cllr Press acting as a substitute.
- 218. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 219. To report on matters arising from the minutes of meeting held 20<sup>th</sup> June 2012 not itemised on this agenda.**  
The Clerk reported that discussions were now underway at a national level relating to the use of cheques in local government and the regulations behind them.
- 220. PROPOSED MYTHOLMROYD STATION CAR PARK**  
Following a long discussion relating to costs of delivering the car park and how this proposal would fit into the awarding of a new franchise for the rail service. Cllrs considered how HRTC could support this project developing.  
It was moved by Cllr Hodgins  
Seconded by Cllr Scorer and  
**RESOLVED** that the Neighbourhood Manager contact WY Metro and consider how the Town Council can support the movement of the proposal from Grip Stage 2 to Grip Stage 3 and any financial support that may be required.
- 221. ANNUAL MEETING OF THE TOWN**  
Options prepared by the Neighbourhood Manager to increase attendance.  
It was moved by Cllr Scorer  
Seconded by Cllr Hodgins and  
**RESOLVED** that with the exception of a discount at the Picture House and creating a Facebook page these be adopted and that a budget of £200 be sought in future to deliver these proposals (attached).
- 222. FUTURE EMERGENCY PLANS & HRTC INVOLVEMENT**  
It was moved by Cllr Sweeney  
Seconded by Cllr Scorer and  
**RESOLVED** that the Neighbourhood Manager develop the template provided by Calderdale MBC for emergency planning working with

neighbouring parishes and the Upper Valley Neighbourhood Coordinator.

**223. PART TIME PRESS OFFICER**

Cllr Press advised the meeting that the initial proposer of this concept was now working with the Hebden Bridge Community Association to deliver it.

It was moved by Cllr Sweeney

Seconded by Cllr Press and

**RESOLVED** that the Town Council does not develop this proposal further.

**224. DATE OF NEXT MEETING**

24<sup>th</sup> October 2012 at 7.30pm in the Greenwood Room.

Meeting finished at 8.10pm.

## Increasing Annual Town Council Attendance

### Ideas to increase attendance

- Have a guest speaker– something topical and slightly controversial that will engage residents. Flooding, new developments, planning

*Cost: £0.00 - £100 dependant on speaker.*

- Promote the meeting more with flyers to resident's homes and more posters throughout the town.

*Cost: minimal, can be printed in-house.*

- Promote the meeting early.

*Cost – In-house*

- Promote a 'question time' style forum with a panel of Councillors who are available to answer any concerns.

*Cost: none*

- Consider overhaul of communications in general to allow wider promotion of meetings, HRTC Facebook page, twitter, collecting email addresses through website to use for Mailchimp mailings.

*Cost: none*

- Use a central venue such as the Town Hall/ St Michaels

*Cost: Room Hire £50*

- Offer basic refreshments – tea/coffee etc.

*Cost: £25*

- Offer an incentive such as 50% off at the Picture House for those that attend

*Cost: In-house*

- Consider the Date and Time – not to clash with any other events meetings

*Cost: None*

- Ensure that HRTC sets an example by all staff and councillors attending the meeting - if we don't attend why would anyone else want to?

*Cost: None*

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 24<sup>th</sup> October 2012

#### MINUTES

**PRESENT** Councillors; Talbot (Chair) Baker, Young Press, Scorer & Trickett.

**Members of the Public; Jenny Shepherd, Susan Quick**

**Clerk: Emma Green – Deputy Clerk HRTC.**

- 351. Apologies for Absence and any substitutions**  
Apologies were received from Cllr Scorer with Cllr Press acting as a substitute, from Cllr Hodgins with Cllr Trickett acting as a substitute and from Cllr Sweeney.
- 352. Members` Interests relating to agenda items for this meeting.**  
None were noted.
- 353. To report on matters arising from the minutes of meeting held 22<sup>nd</sup> August 2012 not itemised on this agenda.**  
Cllr Talbot raised the issue of Mytholmroyd station car park.  
It was moved by Cllr Talbot  
Seconded by Cllr Baker and  
**RESOLVED** that the Neighbourhood Manager shall prepare a set of figures to proceed to the next stage of the GRIP process to be considered at the next Strategy & Review Committee.
- Jenny Shepherd raised the issue of Community Assets and the Community Right to Bid in particular reference to the proposed development at Mytholm and the Localism Act.  
It was moved by Cllr Talbot  
Seconded by Cllr Baker and  
**RESOLVED** that Community Assets be included on the next agenda.
- It was moved by Cllr Talbot  
Seconded by Cllr Young and  
**RESOLVED:** to rearrange the agenda with items 5 and 6 on the agenda promoted and items 4 demoted.
- 354. ADOPTION OF NEW REGISTRATION OF INTERESTS**  
Ian Hughes, Monitoring Officer at Calderdale Council gave information about the proposal.  
It was moved by Cllr Young  
Seconded by Cllr Press and  
**RESOLVED** to recommend adoption of Calderdale Councils proposed Registration of Interests and to amend Hebden Royd Town Councils Standing Orders to include that a member must leave the room if an item is being discussed in which they have an interest.

- 355. A NEW CODE OF CONDUCT FOR MEMBERS**  
Ian Hughes, Monitoring Officer at Calderdale Council gave information about the proposal.  
It was moved by Cllr Press  
Seconded by Cllr Young and  
**RESOLVED** to recommend adoption of the new Code of Conduct proposed by Calderdale Council.
- 356. LOCAL BUS SERVICE**  
Following discussion  
It was moved by Cllr Press  
Seconded by Cllr Young and  
**RESOLVED** to contact Goole Town Council and the YLCA to find out more information about the practicalities of running a local bus service.
- 357. JAMES ALLISON**  
Following discussion  
It was moved by Cllr Young  
Seconded by Cllr Trickett and  
**RESOLVED** to recommend that James Allison is considered for the Hebden Royd Town Council Service to the Community Award.
- 358. ESTABLISHING A WORKING PARTY TO CONSIDER YOUTH UNEMPLOYMENT**  
Cllr Baker tabled a report that he had prepared which outlined several opportunities.  
It was moved by Cllr Young  
Seconded by Cllr Baker and  
**RESOLVED** that at this stage a working party would not be practical but that members of the committee should take away the report to consider and discuss at the next Strategy & Review Committee. In the meantime YLCA and the National Apprentice Service should be contacted to find out more information about apprenticeships and Calderdale Council is to be contacted to find out more information about their apprentice schemes.  
The report prepared by Cllr Baker is to be circulated.
- 359. BUDGET SETTING 2013/14**  
Following discussion  
It was moved by Cllr Young  
Seconded by Cllr Baker and  
**RESOLVED** that the Clerk should identify the standard expenditure in the budget and that councilors start to consider project expenditure to be discussed at the next meeting.
- 360. DATE OF THE NEXT MEETING**  
19<sup>th</sup> December 2012 at 7:30pm

Meeting finished at 8.45pm.

## HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE  
held Wednesday 19<sup>th</sup> December 2012

### MINUTES

**PRESENT** Councillors; Talbot (Chair) Baker, Hodgins, Scorer, Sweeney, Timbers & Young.

**Clerk: Jason Boom – Town Clerk HRTC.**

**480. Apologies for Absence and any substitutions**

No apologies were received.

**481. Members` Interests relating to agenda items for this meeting.**

None were noted.

**482. To report on matters arising from the minutes of meeting held 24<sup>th</sup> October 2012 not itemised on this agenda.**

Minute 353 was discussed regarding the registering of community assets, specifically Browns Field Site.

It was moved by Cllr Scorer

Seconded by Cllr Timbers and

**RESOLVED:** that all HRTC Councillors be asked to list 'Community Assets' within their ward, including a brief description of the 'Asset' and pass the list to Strategy & Review in time for collation at the next meeting.

It was moved by Cllr Scorer

Seconded by Cllr Hodgins and

**RESOLVED:** that HRTC members be reminded, by the Town Clerk, to complete their declaration of interests within 21 days and forward to Calderdale MBC.

**483. BUS SERVICES**

The Town Clerk reported on investigations into Parish Councils operating bus services. The Clerk confirmed that the only example identified in Yorkshire & Lincolnshire was Goole Town Council which provided a subsidy to the local service operator.

It was moved by Cllr Scorer

Seconded by Cllr Hodgins and

**RESOLVED:** that Community Transport organization be approached regarding their capacity to operate a service.

**484. PROMOTING ENGAGEMENT, TRAINING & OPPORTUNITIES FOR YOUNG PEOPLE**

The paper prepared by Cllr Baker was reviewed.

It was moved by Cllr Young

Seconded by Cllr Timbers and



**RESOLVED** that the Picture House Committee be asked to develop a Young Peoples Film Festival and that the Clerk consider cost related to initiating an apprenticeship scheme with Full Council to consider.

**485. LOCAL COUNCIL TAX SUPPORT**

It was moved by Cllr Young  
Seconded by Cllr Scorer and  
**RESOLVED:** to note the information.

**480. ILL HEALTH RETIREMENT COSTS**

It was moved by Cllr Scorer  
Seconded by Cllr Young and  
**RESOLVED:** to decline the invitation by not replying to WYPF.

**481. BUDGET PROPOSALS 2013/14**

The Town Clerk presented the initial budget suggestions for consideration which were then discussed. The Town Clerk identified the expected balance to be carried over into the next financial year. Cllr Timbers suggested actions for the Eaves Estate, Mytholmroyd Library and the development of a Parish Plan.

It was moved by Cllr Timbers  
Seconded by Cllr Scorer and  
**RESOLVED:** to ask the Neighbourhood Manager to develop a proposal for the derelict site on Eaves Estate in-conjunction with Cllr Timbers.

It was moved by Cllr Young  
Seconded by Cllr Baker and  
**RESOLVED:** to recommend the budget sections Administration, Awards, Salaries, Committee Budgets, Project Budgets & Station Road Car Park to Full Council and to return on the 16<sup>th</sup> January 2013 to discuss the other elements.

Meeting finished at 9.30pm.

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 16<sup>th</sup> January 2013

#### MINUTES

**PRESENT** Councillors; Talbot (Chair) Baker, Hodgins, Press, Sweeney, Timbers & Young.

**Clerk: Jason Boom – Town Clerk HRTC.**

- 508. Apologies for Absence and any substitutions**  
Apologies were received from Cllrs Scorer with Cllr Press acting as a substitute.
- 509. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 510. To report on matters arising from the minutes of meeting held 19<sup>th</sup> December 2012 not itemised on this agenda.**  
The Clerk reported on discussions with Community Transport Calderdale. Cllr Press advised the meeting that Metro had agreed to postpone changes to routes until the Autumn 2013 with work underway to introduce a minibus service to cover areas not already covered (i.e Eaves Estate and Nest estate). A meeting is planned in April to develop this.  
It was moved by Cllr Young  
Seconded by Cllr Baker and  
**RESOLVED:** to recommend to defer until changes become clearer from Metro and to contact Community Transport Calderdale to advise them of this.
- A paper on Neighbourhood Planning Funding was circulated outlining Calderdale MBC's responsibility for applying for recently announced funding.  
It was moved by Cllr Baker  
Seconded by Cllr Sweeney and  
**RESOLVED:** to recommend that Neighbourhood Planning be included on the next agenda.
- 511. COMMUNITY ASSETS**  
The submitted lists were discussed along with definitions provided by the Town Clerk.  
It was moved by Cllr Baker  
Seconded by Cllr Press and  
**RESOLVED:** to recommend that Councillors be asked to provide information on possible Community Assets providing the definitions as guidance.

**512. PROMOTING ENGAGEMENT, TRAINING AND OPPORTUNITIES FOR YOUNG PEOPLE**

It was moved by Cllr Young

Seconded by Cllr Hodgins and

**RESOLVED:** to recommend in principal the recruitment of an apprentice for the Town Council and that staffing be tasked to develop and deliver the appointment.

**513. BUDGET PROPOSALS 2013/14**

The clerk advised the meeting that confirmation had been received from Calderdale MBC regarding the setting of the Grant and the new Council Tax Support Grant and the alteration to the Tax Base.

Discussion followed relating to the areas no agreed at the previous meeting.

The meeting was advised of a possible request from Staffing for £2,800.00 at the next Full Council meeting which would affect the carry over calculations.

It was moved by Cllr Young

Seconded by Cllr Press and

**RESOLVED:** to recommend that the following items be included in the budget:

Mytholmroyd Station Surveys £3,000.00

Neighbourhood/Parish Plan £5,000.00

Picture House Upstairs Toilet Refurb £5,000.00

Apprentice Appointment £10,000.00

The balance, currently estimated at £8,000.00 to be left available to draw on projects as they develop during 2013/14 these currently include Mytholmroyd Traffic Review and Christ Lights Switch On.

The Clerk was requested to consider accurate costs for the apprentice to present at the Full Council Budget Setting Meeting of 30<sup>th</sup> January 2013.

**514. DATE OF NEXT MEETING**

27<sup>th</sup> January 2013 at 7.30pm.

**HEBDEN ROYD TOWN COUNCIL**

**MEETING of the STRATEGY & REVIEW COMMITTEE**  
held Wednesday 27<sup>th</sup> February 2013

**MINUTES**

**PRESENT** Councillors; Hodgins(Chair) Baker, Press, Timbers & Young.

**Clerk: Jason Boom – Town Clerk HRTC.**

**595. Apologies for Absence and any substitutions**

Apologies were received from Cllrs Talbot & Sweeney.

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

None were noted at this time.

Note: Cllr Timbers arrived.

**597. To report on matters arising from the minutes of meeting held 16<sup>th</sup> January 2013 not itemised on this agenda.**

No matters were arising.

**598. COMMUNITY ASSETS**

It was moved by Cllr Young

Seconded by Cllr Baker and

**RESOLVED:** that the Neighbourhood Manager collate the lists provided by Councillors and circulate to the Hebden Bridge Partnership and Royd Regeneration.

**599. NEIGHBOURHOOD PLANNING**

It was moved by Cllr Young

Seconded by Cllr Hodgins and

**RESOLVED:** that Cllr Timbers will engage with the Hebden Bridge Partnership and Royd Regen and that the Neighbourhood Manager look into funding opportunities to add to the already allocated funds.

**600. YOUNG PEOPLES FILM FESTIVAL**

It was moved by Cllr Baker

Seconded by Cllr Young and

**RESOLVED:** that Cllr Baker develop the concept as a broad based, accessible to all project, in conjunction with the Picture House Manager and the Picture House Programmer.

**601. HEBDEN ROYD TOWN COUNCIL APPRENTICE**

It was moved by Cllr Timbers

Seconded by Cllr Baker and

**RESOLVED:** that this project be reviewed in six months as Human Resource Issues become clearer across the whole of the Town Council.

**602. DATE OF NEXT MEETING**

26<sup>th</sup> June 2013 at 7.30pm.



