

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE
held Wednesday 2nd August 2023

MINUTES

PRESENT Councillors; Boden, Butterick, Fenton, Fraser, Guilfoyle & Hayes.

Clerk: Jason Boom - Town Clerk.

135. ELECTION OF CHAIR & DEPUTY CHAIR OF THE STRATEGY & REVIEW COMMITTEE 2023/24

It was moved by Cllr Butterick

Seconded by Cllr Fraser and

RESOLVED: that Cllr Hayes be Chair of the Strategy & Review Committee for the council year 2023/24.

It was moved by Cllr Hayes

Seconded by Cllr Fenton and

RESOLVED: to defer selection of the Deputy Chair of the Strategy & Review Committee for the council year 2023/24 until the next meeting.

136. Apologies for Absence and any substitutions

Apologies were received from Cllrs Needham & Harvey with Cllr Boden substituting for Cllr Harvey.

137. Members' Interests relating to agenda items for this meeting.

None were declared at this time.

138. Matters arising from Minutes of Meetings held 22nd March 2023 not itemised on this Agenda.

The clerk advised that supportive meetings had been attended with Hope Baptist Church who had been able as a consequence to secure new membership of their management committee and had relaunched those arrangements to the wider community.

The updating of Key Documents is yet to be finalised as we await the completion of the audit process. A schedule of documents to be presented will be circulated.

139. COMMITTEE MEMBERSHIP

It was moved by Cllr Hayes

Seconded by Cllr Guilfoyle and

RESOLVED: to recommend that Karl Boggis be a member of the Strategy & Review Committee as a Mytholmroyd Councillor with extensive knowledge and experience of the area.

140. COMMUNICATION FROM THE ANNUAL TOWN MEETING
Communications from Paul Monahan were discussed by the committee.

It was moved by Cllr Fenton
Seconded by Cllr Hayes and

RESOLVED: to recommend that the clerk writes to Paul Monahan stating that we appreciate the comments and will remain mindful of them. That we disagree with his comments regarding our commitment and work on the climate emergency and remain committed to serving the community with regard to ensuring a balance is retained between servicing residents and those that visit our area. Recent work with Calderdale MBC on street cleansing and graffiti will also be highlighted.

141. YOUTH EMPLOYMENT SUPPORT

The reports from C & K Services were considered along with a summary report outlining the position and the terms of the arrangement.

A discussion followed with a collective realisation that the programme was not performing as well as was hoped despite the hard work of the C & K Staff and the support of HRTC. Cllr Butterick shared his understanding of the project and how it sits within the careers opportunities provided across the Calder Valley and more widely through Calderdale. This included the involvement of the local high school.

The committee asked what can we do for young people in Hebden Royd stating that the council must decide on a strategy that would reach out to the wider young people community. Examples such as Reach 4ward, which HRTC already supports, have strong local expertise that should be supported, developed and expanded. The meeting felt this would be an appropriate way to grow provision in Hebden Royd.

It was moved by Cllr Hayes
Seconded by Cllr Butterick and

RESOLVED: to recommend that Cllr Butterick and the Town Clerk engage with C & K Services to identify how the service could integrate with other services and if HRTC could help and support that transition.

142. AGE FRIENDLY COMMUNITY & OLD PEOPLES WELFARE COMMITTEE

It was moved by Cllr Hayes
Seconded by Cllr Fraser and

RESOLVED: to recommend that HRTC endorses the request from the Old Peoples Welfare Committee to lead on the Age Friendly initiative in our area, working closely with other partners and statutory bodies including Calderdale MBC. Should the Old Peoples Welfare Committee feel a council representative be viewed helpful they should request one. Funding requests should be directed to the Community Funding Committee, the best mechanism to consider and evaluation, for consideration.

This arrangement was viewed as a grass roots approach to delivering support and achieving best value.

143. QUESTIONS & SUGGESTIONS

The outcomes of this event continue to be circulated amongst committees and committee chairs, being used as a point of reference.

Councillors discussed Councillor Ward Surgeries which were seen as allowing residents to conveniently air their requests and for councillors to pick up ward work, starting by listening and to allow demand to be quantified.

It was moved by Cllr Guilfoyle

Seconded by Cllr Fenton and

RESOLVED: to recommend that councillors and HRTC Officers develop a model for HRTC Councillors Surgeries plus online contact, via the Town Council website and social media platforms should be part of this and complement ward surgeries allowing remote questions to be put to the council. This will be publicised through all means available along with an outline of subjects than can be covered. This will be supported by a brief for all councillors who host surgeries along with a method to record and consequently evaluate.

Meeting finished at 8.35pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 18th October 2023

MINUTES

PRESENT Councillors; Boggis, Fraser, Guilfoyle, Hayes & Needham.

Clerk: Jason Boom - Town Clerk.

234a **To Confirm Committee Membership and Election of a Deputy Chair of the STRATEGY & REVIEW Committee 2023/24.**

It was confirmed that Cllr Boggis had been added to the committees membership.

It was moved by Cllr Hayes

Seconded by Cllr Fraser and

RESOLVED: unanimously that Cllr Boggis be Deputy Chair of the Strategy & Review Committee for the council year 2023/24.

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

Cllrs Butterick & Harvey with no substitutions.

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

None declared at this.

237. **Matters arising from Minutes of Meeting held 2nd August 2023 not itemised on this Agenda**

The Clerk acknowledged that progress had not been made on the issue of Councillor Surgeries.

238. **BUDGET SETTING**

The clerk explain the upcoming process of setting the Town Council budget for 2024/25. The meeting was advised that initial budget request from had been circulated to all councillors and will be included in upcoming committee meetings.

The clerk presented the proposed budgets for Administration, Awards and HRTC Salaries, providing explanation and answering questions where required.

It was proposed by Cllr Needham

Seconded by Cllr Young

RESOLVED: to recommend the budget sections Administration & Awards. Having agreed to recommend an increase in the Kaberry Barker Awards for Primary Schools the committee asked that the Clerk contact Calder High School with the regard inclusion in these awards in the future.

239. **PRESS & MEDIA GUIDANCE, SOCIAL MEDIA GUIDANCE & HEBDEN ROYD TOWN COUNCIL**

The committee considered draft documents relating to Press & Media and Social Media. The committee sort clarification on point 10. of the Press

Guidance which ensures papers minutes record the meeting and that they remain the definitive record of decisions.

Minor typographical errors were made to the Social Media Guidance.

The Councillors Guide to Using Social Media, Connected Councillors – a guide to using social media to support local leadership, as published by the Local Government Association was discussed.

It was moved by Cllr Hayes

Seconded by Cllr Hoyle and

RESOLVED: to recommend that the guidance be adopted by the Town Council and that the Councillors Guide be circulated to all councillors for reference in the future.

The Model Civility & Respect Councillor-Officer Protocols were reviewed and discussed.

It was moved by Cllr Needham

Seconded by Cllr Hayes and

RESOLVED: to recommend that the protocol should be acknowledged but that processes already exist at HRTC that ensure professional relationships between councillors and officers are effective.

240.

WIND FARM GUIDANCE

The committee discussed the guidance with discussion on collective benefit, not just individual ownership and the preservation of the historic landscape, and historic sites being a concern. The meeting discussed the concept of turbines breaking the horizon and felt that sites where this would not occur were likely to be few and far between.

It was moved by Cllr Boggis

Seconded by Cllr Hayes and

RESOLVED: to recommend that while the guidance is dated it continues to be useful as a basis for considering applications for both individual and Windfarm applications. Recent proposals, which may develop into applications, may call on this guidance to be reconsidered and this should only be undertaken when expert advice has been sought and carefully considered in line with best practise and legislation.

Meeting finished at 9.10pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE
held Wednesday 22nd November 2023

MINUTES

PRESENT Councillors; Boggis (Chair), Butterick, Fraser, Guilfoyle & Harvey.

Clerk: Jason Boom - Town Clerk.

275. Apologies for Absence and any substitutions

Cllrs Hayes & Needham.

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

None were declared at this point.

277. Matters arising from Minutes of Meeting held 18th October 2023 not itemised on this Agenda

No matters were raised. It was confirmed that the Press & Media Guidance and Social Media Guidance had been adopted by the Town Council. These documents have been circulated electronically to members, placed on the website and passed to the Monitoring Officer responsible for the HRTC Code of Conduct.

278. STANDING ORDERS & FINANCIAL REGULATIONS

The Town Clerk explained the reasons for reviewing the Town Councils Standing Orders highlighting comments received from the Council Appointed External Auditor. The Town Clerk also introduced requests from councillors regarding standing at Full Council meetings and managing members of the public attending meetings.

The meeting discussed the custom and practise of standing when speaking at Full Council meetings, with some councillors expressing that it clearly showed who was speaking during the meeting. It was felt that councillors should choose how they presented at Full Council meetings and that sitting would allow them to comfortably use the audio system in the room to ensure all could hear their comments.

It was moved by Cllr Boggis

Seconded by Cllr Butterick and

RESOLVED: to recommend the adoption of the changes as proposed for the Town Councils Standing Orders and Financial regulations with the Town Clerk instructed to amend them to reflect that councillors can choose to stand. The Town Clerk was also asked to remove gender references throughout the Orders and Regulations making them gender neutral.

279.

BUDGET SETTING

The meeting was presented with an updated budget, with the items recommended at the previous meeting being confirmed as being adopted by the Town Council.

The meeting discussed again the need to decide on the principle of fixing the precept, Mayor's Allowance and Community Funding to the Consumer Price Index (CPI) for the life of the council. The meeting felt that given a year of economic uncertainty this decision should be delayed, the CPI rate of 10.1% in September 2023 now reduced to 4.6% in October 2023 reflected this.

The meeting considered three requests for funding. These requests looked to support the Twinning Committee, the development of a new website for the Town Council and delivering Remembrance Sunday events.

The Town Clerk was asked to submit a budget request at the next meeting relating to continuing to support C & K Services and their work to support youth employment.

It was moved by Cllr Boggis

Seconded by Cllr Harvey and

RESOLVED: to recommend the budget requests for the Twinning Committee, to develop a new Town Council Website and for the delivery of Remembrance Sunday events as well as noting the NALC Briefing Note on Parish & Town Council Precepts.

Meeting finished at 8.35pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 17th January 2024

MINUTES

PRESENT Councillors; Boden, Butterick, Fraser, Guilfoyle, Harvey & Hayes.

Clerk: Jason Boom - Town Clerk.

340. Apologies for Absence and any substitutions.

Cllr Needham with Cllr Boden substituting.

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

None were declared at this time.

342. Matters arising from Minutes of Meeting held 22nd November 2023 not itemised on this Agenda.

No matters were arising.

343. DELEGATED POWERS & COUNCIL STRUCTURE

The committee considered and discussed the proposed delegated powers and council structure as submitted by the Town Clerk.

The committee looked at the activities of each committee and the frequency in which they met and the work that each undertook.

The committee discussed the Cost of Living Crisis Committees activities acknowledging that when initially established it was a response to a rapidly evolving situation where flexibility was intrinsically required. The committee accepted that unfortunately this need could now be considered the new normal. Consequently the Strategy & Review Committee felt that the responsibilities could be undertaken by the Community Funding Committee, with flexibility written into the delegated powers of the Community Funding Committee to allow it to respond to urgent requests should they arise. Delegated powers should also reflect that requests for community funding that would be considered to be under the auspice of Cost of Living Crisis be considered distinct and not preclude a groups application for a more general request for financial support in the same financial year.

It was proposed by Cllr Butterick

Seconded by Cllr Hayes

RESOLVED: to recommend that the responsibilities of the Cost of Living Crisis Committee be reallocated to the Community Funding Committee from the start of the council year 2024/25 and that alterations be made to reflect the points above in the delegated powers of the committees and the operations of the Community Funding Committee.

The meeting discussed committee membership sizes.

It was proposed by Cllr Butterick

Seconded by Cllr Hayes

RESOLVED: to recommend that committees have a membership of seven councillors to share the workload and to ensure attendance and continuity at

meetings. The meeting also recommended and endorsed the continued principle of the Strategy & Review Committees consisting of the Chairs of HRTC Committees and appointments made by full council.

344. COMMUNICATIONS

Provisional Tax Base Calculations – CMBC

It was proposed by Cllr Boden

Seconded by Cllr Hayes

RESOLVED: to note the information regarding the CMBC Provisional Tax Base Calculations and the subsequent confirmation of the adoption of these figures by Calderdale MBC. The calculations will be applied to the process for setting the HRTC Precept 2024/25.

345. BUDGET SETTING 2024- 25

The meeting carefully considered the proposals received from the committees of HRTC for inclusion in the Town Council budget for 2024/25. Discussions took place with respective committee chairs presenting budget requests. Consensus was achieved on clearly distinct issues at various points in the meeting and voted on collectively at the end of the meeting. The substantive points of the discussion and debate are summarised below:

- The Elections budget to be increased to £6,000 as a consequence of recent expenses and information received from Calderdale MBC Electoral Services.
- The Course & Training budget to reduce to £2,500 as a consequence of consistent underspend. The meeting felt the allocation would be adequate to deliver the needs of both staff and councillors.
- The Mayor’s Allowance to remain at £4,710.
- The Website allocation be reduced to £1,500 as the agreed budget for a new website will deliver savings in the second half of 2024/25.
- The Climate Emergency & Environment budget be set at £33,275.
- The Community Funds and Cost of Living Committee merge their budgets in line with the recommendation to merge the committees outlined above and as a consequence be set at £95,000. Suggestion was made by the meeting that the Community Funding Committee should consider Youth Support a priority to support in the coming months.
- The Projects and Events Committee budget be set at £100,180.
- Given the Picture Houses forecasted positive trading position that the Connectivity Project be delivered and financed by the Picture House directly.
- That the Picture House, again given its forecasted positive trading position, contribute, in addition to the reallocated reserves, £31,000, already earmarked for phase one of the Screen Two, £27,500 to the costs identified in delivery of phase one. Thus leaving the Town Council to contribute £59,679, the balance.
- That in preparation for the delivery of phase two of the Screen Two project scheduled for 2025/26 that the Town Council allocate £128,013 towards said phase two. These funds will only be committed when a business case is agreed by the Town Council.

Note:

It was proposed by Cllr Hayes

Seconded by Cllr Butterick

RESOLVED: to suspend standing order 3) w) to allow the meeting to exceed 2 hours in duration.

- That £1,580 be allocated to the Youth Employment Support initiative.
- To recommend that no contingency be set for the financial year 2024/25, the Town Council Reserves be available should a need arise.
- To recommend that the Town Council reserves reflect two months of the usual allowance, in appropriate areas, that being £76,171.

The committee agreed that the adoption of a principle to raise the Town Council precept, the Mayor's Allowance and the budget of the community funding committee, as in the previous life of the Town Council should not be agreed at this point. The committee were in favour of this principle being reintroduced, after careful consideration, in future years.

It was proposed by Cllr Butterick

Seconded by Cllr Boden

UNANIMOUSLY RESOLVED: to recommend the points outlined previously to the Full Council of Hebden Royd Town Council for inclusion in the 2024/25 budget.

It was proposed by Cllr Butterick

Seconded by Cllr Boden

UNANIMOUSLY RESOLVED: to recommend that the precept for the Parish of Hebden Royd be set with a 11% increase, equating to a **9.65% rise per household**, given the increased tax base. Thus giving a requirement of £468,706 for 2024/25 which equates to an annual charge of £141.82 for a Band D property in Hebden Royd or for the most common Band A property in Hebden Royd £94.55, an increase of £8.32 per year or 69p per month.

The meeting finished at 9.45pm.

Base Budget Costs	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual to end Dec 23	Est Underspend 23/24	Proposed Budget 24/25	Permanent Cost	One Off Cost
Administration												
Audit	2,500	1,664	2,500	1,995	2,500	1,995	2,500	3,130	-632	3,000	3,000	0
Election Exp	1,500	0	3,000	1,746	3,000	-3,894	9,000	2868	-5,422	6,000	6,000	0
Courses/Training	4,500	267	4,500	2,611	4,500	1,655	4,500	1013	3,487	2,500	2,500	0
Hospitality	1,000	56	1,000	397	1,000	905	1,000	692	308	1,000	1,000	0
Insurance	4,000	3,950	4,000	0	4,000	3,850	4,000	3,499	501	4,000	4,000	0
Mayor's Allowance	4,068	3,790	4,150	4,979	4,278	3,714	4,710	4,375	0	4,710	4,710	0
Office Expenditure	13,000	7,872	10,000	14,825	11,000	14,525	14,000	12,653	0	14,000	14,000	0
Accounts Support	3,000	2,852	3,000	3,020	3,000	2,955	3,250	2,800	0	3,600	3,600	0
HR and H & S Support	3,000	3,000	3,000	3,000	3,000	3,000	3,000	2,784	216	3,000	3,000	0
Clocks	500	426	500	305	500	375	500	250	0	500	500	0
Subscriptions	1,400	1,075	1,400	2,102	1,400	1,350	1,500	1,226	274	1,500	1,500	0
Web Site	1,250	1,200	1,250	1,086	1,250	1,455	2,000	635	800	1,500	1,500	0
Mayors For Peace	250	0	250	0	250	0	250	114	136	250	250	0
Awards												
Service to the Community	100	100	300	0	300	0	300	0	300	0	0	0
Kiberry/Barker	1,350	1,350	1,350	750	1,350	1,550	1,400	1,400	0	2,100	2,100	0
Office Relocation												
Office Rental (inc rates)	11,000	0	11,000									
Meeting Room Rental	2,500	0	2,500									
Telecoms	600	0	600									
Office Refurb	3,000	0	3,000	0	0	0	5,000	4,289	711			
	58,518	27,602	57,300	36,816	41,328	33,535	56,910	41,478	931	47,660	47,660	0
HRTC Salaries												
Salaries	130,000	128,612	136,500	138,560	136,500	152,376	182,100	143,334	2,000	194,651	194,651	0
Committee Budgets												
Climate Emergency & Environment												
Climate Emergency & Environment	16,000	1,175	16,128	10,410	20,800	11,044	25,200	8,558	6,000	33,275	33,275	0
Community Funding												
Community Funding	81,600	52,388	82,171	43,051	84,718	52,284	84,718	34,286	12,500	95,000	95,000	0
Cost of Living Crisis												
Cost of Living Crisis										0	0	0
Environment & Allotments												
Environmental Projects	20,000	30,050	27,500	36,565	36,705	60,707	39,825	25,741	10,000	-	-	-
Allotments	3,000	2,850	1,500	1,500	5,000		5,000			-	-	-
Projects & Events												
Events	17,000	7,116	11,291	16,377	25,500	21,809	36,260	34,981	524	100,180	100,180	0
Christmas Events & Lighting	22,000	15,525	31,287	16,377	33,000		38,800	23,678	8,250			
Neighbourhood Plan												
Neighbourhood Plan	1,747	2,325	2,461	286	2,461	0	2,461	0	2,461	0	0	0
Picture House												
Capital - Box Office	10,000	1,000	4,290	4,240								
Capital - Projector Contribution					31,500	26,335						
Covid Revenue Support			20,000	25,000	70,000	27,000	27,500	27,500	0			
Connectivity Project												
Screen Two - Phase One										59,679		59,679
Screen Two - Phase Two Reserve										128,013		128,013
Twinning												
Twinning	1,600	0	5,150	2,777	4,725	1,984	2,000	1,687	0	1,600	1,600	0
Other Budgets												
Advice Worker	15,000	1,850	20,000	7,700	11,000	3,333	0	0	0			0
Age Friendly Community	5,000	0	7,500	0	7,500	1,367	4,500	0	0			0
Disability Access Forum	700	88	700	0	700	0	0	0	0			0
Mfroyd Community Provision			18,318	3,149	10,000	0	10,000	833	9,167			0
Youth Employment Worker			22,500	23,165	22,500	23,169	22,500	17,520	0	1,580		1,580
Station Rd Car Park	-7,500	-9,921	-5,000	-3,806	-5,000	-11,155	-12,000	-12,216	218	-13,000	-13,000	0
New Projects												
Remembrance Sunday				500		500	500	1,475	-975	4,260	4,260	0
Website										12,000		12,000
	186,147	104,446	275,796	180,414	361,109	217,968	287,264	162,566	49,120	422,587	221,315	201,272
Contingency			31,889		31,889	23,160	41,434	20,428	18,915		0	0
To Reserves	11,301		11,191		11,191		-19,277	-19,277	0	-32,206	0	-32,206
TOTAL	385,966	260,660	512,676	355,790	582,017	426,939	548,431	367,806	70,966	632,692	463,626	169,066
Estimated Underspend	86,125		110,063		159,809		126,173			70,966		
CMBC Grant	7143		7143		7143		NO CMBC GRANT			NO CMBC GRANT		
Precept	354,800		360,834		402,150		422,258			468,706	11.0%	Increase
Undesignated										93,019		
CMBC Council Tax Support Grant	25,515		34,636		35,403		NO CMBC GRANT			NO CMBC GRANT		
	473,583		512,676		604,505		548,431			632,692		
Proposed Cost Band D	108.88		112.67		123.52		129.34			141.82		Adopted by Full Council
Proposed Increase (%)	29.03		3.50 %		13.44 %		4.72 %			9.65 %		8.11.23 & 6.12.23
Tax Base	3259.1		3202.58		3255.83		3264.65			3304.83		Discussed at S & R
HRTC Reserves												17.1.24
Notes: that at least 3 months budget, in appropriate areas, be held as reserve as per Governance & Accountability for Local Councils 2022 section 5.33.												
Target Reserve 2024/25	76,101	2 mths	2021.22	119,645	4 mths							
			2022.23	126,233	4 mths							
			2023.24	108,307	3 mths	at bank						
PRINCIPAL REQUIRED - Mayors Allowance, Community Funding & Council Precept levels to be attached to CPI as in the life of the previous council (CPI - Sept 2023 - 10.1%) September each year for the life of this council (until May 2023), (10.1% CPI Sept 2023)												
Precept - An order issued by a local authority (HRTC) to another local authority (CMBC) specifying the rate of tax to be charged on its behalf to local residents.												
Tax Base - The total number of households in an area that are taxed (made up of full households, single occupier households due a discount and those that are due a discount due to circumstances i.e benefit claimant). The total tax liability is calculated by multiplying the tax rate by the tax base.												

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE
held Wednesday 8th May 2024

MINUTES

PRESENT Councillors; Hayes (Chair), Butterick, Fraser, Guilfoyle, Harvey, McNicholas.

Clerk: Emma Green – Acting Town Clerk.
Minutes: Rebekah Cox - Administrator

494. Apologies for Absence and any substitutions.
Apologies received from Cllr Needham with Cllr McNicholas substituting.

495. Members` Interests relating to agenda items for this meeting.
None were declared at this time.

496. Matters arising from Minutes of Meeting held 17 January 2024 not itemised on this Agenda.
No matters were arising.

497. COMMUNICATIONS

- a) CMBC Fair Work Charter
Late item:
- b) Zurich Renewal notification

In respect of item

a) West Yorkshire Combined Authority – self assessment providing opportunities, welfare of staff etc with a set of guidelines.

It was moved by Cllr Hayes

Seconded by Cllr Harvey and

RESOLVED: to recommend adoption.

In respect of item

b) £3699.19 renewal premium for Zurich Insurance.

It was moved by Cllr Harvey

Seconded by Cllr Hayes and

RESOLVED: to pay renewal premium plus the additional fee for Contract Dispute cover.

498. COMMITTEE SCTRUCTURE

At the request of Cllr Hayes the future structure and procedures of the staffing committee and its tenure were considered.

Cllr Hayes suggested that compulsory training should be required for all Staffing Committee members. Elcons offer some but would explore others e.g. YLCA. Cllr McNicholas would be happy to provide some sessions.

Cllr Hayes had suggested that Staffing Committee agree to share their telephone numbers with members of staff to develop a pathway of how people air any concern with an informal resolution before it would need to become a complaint. Cllr McNicholas volunteered to be involved with this process.

Cllr Butterick raised a number of points on behalf of Cllr Boden as follows: When an issue arises, it is to be dealt with using the correct procedure/ policy. The Council as an employer must be robust, and individual councillors to be aware of conflicts of interests. Amendments to policy should be carried out by an HR specialist. Accurate paperwork is essential.

Cllr Harvey supported the recommendation of training from new term for all staffing committee and also suggested obtaining feedback from staff with regards to their wellbeing and to discuss what works well and what could be done better. Lack of terms of reference were also discussed. The Acting Clerk confirmed that currently we don't have terms of reference for each committee. Only Community Funding have a term of reference.

The Acting Clerk informed the committee that one to ones will be carried out with staff given them an opportunity to share issues and concerns in an informal basis. This will commence from end of May.

Cllr Guilfoyle suggested an audit of staff feelings with regards to working for HRTC. Staffing Committee to provide questions for this.

Cllr Guilfoyle also recommended that to aid continuation of knowledge on the Staffing Committee, of the 7 members, there should be 4 core seats for the full four years and 3 seats on a rotation basis.

Cllr Hayes shared that Calderdale Council have a 'pop into the office to meet staff for a cup of tea'. This would be a good way to develop working relationships between Councillors and staff to share ideas, concerns etc. This would also include Picture House staff. The Acting Clerk agreed and would make a space in the diary following the election of the new committee. This would be a good way to share information about projects etc

It was moved by Cllr Harvey
Seconded by Cllr Guilfoyle and

RESOLVED:

- That there be a rolling 4-year term for the Staffing Committee with 4 core seats and 3 rotating seats.
- Staffing Committee members must all agree to compulsory training.
- That there be a full HR audit including processes and procedures, including the development of **terms of reference**.
- To recommend that the new committee conduct an anonymous staff satisfaction survey.

499.

ACCOUNTING SOFTWARE & PROCESS

The Acting Clerk gave a brief background to why a new accounts system is necessary. At present Sage and external spreadsheets are used and they don't

have the functionality required. External accounting support is provided 2 days per month to process and produce financial reports. It would be beneficial that HRTC move to a solution tailored to Town and Parish Councils by seeking accounting software that would support the needs. There are potentially two options that could be purchased; Scribe which is user friendly and is designed for non-accountants, but this may not be suitable for Picture House finance and Rialtas, which is similar to Sage whilst offering additional features specific to the sector. The Acting Clerk and Accounts Support have attended online demos for both software packages.

As this matter is pending April accounts have not been produced.

In addition, a letter of resignation due to retirement has been received from the current accounts support.

It was moved by Cllr Harvey
Seconded by Cllr Guilfoyle and

RESOLVED: That this will be an item for consideration on the next Full Council so a decision can be made, with recommendations to be made by the Acting Clerk and with input and advice of the current accounts support. Also, that new accounts support be sought on a self-employed temporary basis.

500.

MARTYN'S LAW

Martyns Law is targeted at organisations, businesses, local and public authorities, and individuals who own or operate publicly accessible premises or events that the Terrorism Protection of Premises Bill will potentially affect.

It was moved by Cllr Hayes
Seconded by Cllr Harvey and

RESOLVED: to recommended that the Acting Clerk and Picture House Manager should undertake free online training, Action Counter Terrorism prior to the bill coming into force and to ensure that all staff are up to date with their first aid training.

The meeting finished at 8.29pm