

Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE
clerk@hardenvillagecouncil.gov.uk 07850 049 487

Dear Councillor,

You are summoned to attend the next meeting of Harden Village Council, to be held on **Thursday 8th December, 2022** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

3rd December, 2022

AGENDA

1. Apologies for Absence

To consider apologies offered.

2. Disclosure of Interest

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

3. Minutes of Meetings (previously circulated to Members)

- a) To approve minutes of the Village Council meeting held on 11th November, 2022.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Public Representation

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

5. Planning Matters

To formulate observations relating to the following applications: -

- a) 22/04637/VOC – application to vary conditions to allow waste disposal and recycling to continue until 30 January 2028 at Midgeham Cliff End Quarry, Ryecroft Road, Harden.

- b) 22/04703/HOU – Two storey side extension, with new roof construction and front single storey boiler room extension at 1 Golf Cottages, Cross Gates Lane, Harden.
- c) 22/04754/HOU - Second floor side extension; front and rear dormers; alterations to front elevation gable roof; alterations to ground floor roof pitches; front porch enlargement and replacement of front elevation windows at 2 Harbeck Drive, Harden.

(Planning applications can be viewed via Bradford Council's online system <https://planning.bradford.gov.uk/online-applications/>).

6. Harden Green Action Group (see Appendix 2)

To receive a progress update from Cllr Wood. To authorise or otherwise an application for funding to the Shipley Community Chest for the purchase of a thermal imaging camera for use by the group.

7. Exchange of Information

To consider any concerns which may have been passed to the Village Council by residents.

8. Civility and Respect (see Appendix 3)

To consider approval of a draft civility and respect protocol, based on a model template published by the National Association of Local Councils (NALC).

9. Correspondence (see Appendix 4)

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from Bradford Council and Local Resilience Forum re. emergency planning community grants.
- b) Email from Bradford Council re. Shipley Wellbeing Hub Grants Programme.
- c) Email from BHIB Insurance re. free subscription to Parish Online.
- d) Email from The Skipton East Lancashire Rail Action Partnership (SELRAP) re. members meeting.
- e) Email from West Yorkshire Combined Authority re. consultation on the West Yorkshire Mass Transit Vision 2040.

10. Financial Matters

- a) To finalise the budget and precept for 2023/24.
- b) To authorise expenditure of £25 for participation in a Yorkshire Local Councils Association webinar by Cllr Kirkham (Future of Travel).
- c) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,083.49	Payroll
Ken Eastwood	£9	Expenses (mileage)

Payee	Amount	Description
BHIB Insurance	£490.89	Annual insurance renewal
Rachel Forbes	£180	Maintenance October/November (woodchip mulch & replacement roses)
Rachel Forbes	£120	Railing baskets - winter bedding and planting work
Christmas Plus Ltd	£1,764	Installation and dismantle of festive lamp post motifs
Harden Congregational Church	£25	Room hire – 16 th November, 2022

d) To note the balances and bank reconciliation reports in Appendix 5.

11. Schedule of Meetings 2023 (Appendix 6)

To note the schedule of meetings for 2023.

12. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

13. Next Meeting

To confirm the date of the next Village Council meeting, as 12th January 2023, at 7.15pm.

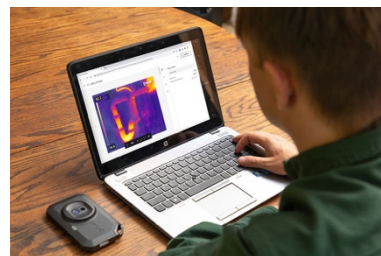
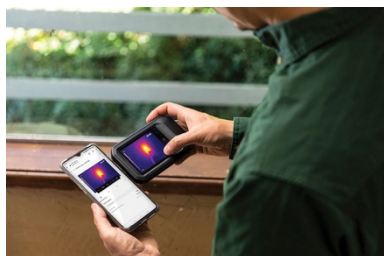
THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://hardenvillagecouncil.gov.uk>)

Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Allotments	Written representations received on the need for allotments.	Clerk & Members	July 2022	Bradford MDC confirmed they won't consider a request for land within the St Ives estate boundaries. Chartered Surveyor to be commissioned to identify potential site(s) and landowner details.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	November 2022	Bradford MDC to appoint independent examiner. Aim is to go to referendum at the local elections in May 2023 (see correspondence).
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Kirkham & Clerk	November 2022	Clerk to progress discussion with Bradford Council.
Climate	Climate emergency actions and projects.	Cllr Wood	November 2022	Green Action Group agenda item.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	June 2022	Cllr Bryan to meet with Bradford Emergency Planning Officer to review and complete.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Cllr Kirkham & Clerk	August 2022	Work commenced on listing items for the welcome sign (map). Quotations for graphic design received.

Appendix 2: Thermal Imaging Camera



- Camera cost: £535.20 + VAT - [FLIR C5 Compact Thermal Camera](#)
- Application to Shipley Area Committee Community Chest (grant up to £500)
- How it might work: -
 - Small group of people responsible for carrying out housing surveys
 - Run a session together to agree how we'll carry out the surveys, then do a practice run at one of our houses
 - Advertise to villagers in Harden (first? Then see if demand in Wilsden & other villages?)
- Promote via Village Council newsletter, noticeboard, Facebook, Tittle Tattle and letter drops to areas where EPC ratings are particularly poor
- Book via email / phone - share responsibility to carry out survey across the team - need to know how much time we have to spare with this
- Demand heaviest in first couple of months? Coldest time of year and newly advertised
 - Go through a checklist e.g. doors, windows, walls, roof; exterior and interior
 - Send key images via Bluetooth to householder's device
 - Checklist highlights areas of potential improvement and possible cost savings - need to produce this and keep updated - [Octopus guide really good](#)
 - Provide checklist to householder
 - Offer to revisit when changes are made
- Report back to funder / HVC periodically to say how many houses have benefited from a camera survey

Appendix 3: Draft Civility & Respect Protocol



Harden Village Council

Civility & Respect Protocol

Introduction

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that: -

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor- officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party- political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They

are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers: -

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

Background

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

Roles of councillors and officers

The respective roles of councillors and officers can be summarised as follows: -

- Councillors and officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility: -

- To determine council policy and provide community leadership;

- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors: -

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice.
- to act within the policies, practices, processes and conventions established by the council.
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities.
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines.
- to treat them fairly and with respect, dignity and courtesy.
- to act with integrity, to give support and to respect appropriate confidentiality.
- to recognise that officers do not work under the instruction of individual councillors or groups.
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures.
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority.
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly.
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- To respect the impartiality of officers and do not undermine their role in carrying out their duties.

- To not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner.
- To not ask officers to exceed their authority where that authority is given.

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must: -

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner.
- treat councillors fairly and with respect, dignity and courtesy.
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol.
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times.
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy.

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly.
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council.

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own.

If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should: -

- avoid personal attacks on, or abuse of, the officer at all times.
- ensure that any criticism is well founded and constructive.
- ensure that any criticism is made in private.
- take up the concern with the chair.

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect: -

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures; and
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors: -

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly; and
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (the Clerk) is the head of paid services and has a line management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

Councillors' access to information and to council documents

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a *prima facie* right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms.

Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

Correspondence

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

Press and media

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code: -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

If things go wrong

Procedure for officers: -

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice.

The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors: -

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

Appendix 4: Correspondence

From: Mick Birro

Date: Friday, 25 November 2022

Subject: Community Grant Initiative

Good afternoon all,

Just in the way of a quick reminder the closing date is **31 December 2022** for Community Grant applications.

Your opportunity to bid for monies to help your community increase resilience and preparedness.

Good luck

Kind regards

Mick Birro

Emergency Planning Office

We've launched the second round of our Community Grant Initiative, which provides funding amounts of up to £5000 to community groups/orgs to help boost emergency resilience and preparedness in the region. Full details can be found on our website:

<https://www.westyorkshireprepared.org.uk/community-grant/>

Press release for immediate release

Grant funding on offer for West Yorkshire communities

For the second year running, West Yorkshire Prepared, the region's Local Resilience Forum, will be offering funds to communities to enable them to better prepare for, respond to and recover from emergencies and major incidents.

The Community Grant Initiative, which was launched last year, aims to help communities across West Yorkshire increase their resilience and preparedness, ensuring they are ready should a major incident occur. In the first year of the initiative over 20 organisations received funding ranging from £130 to £5000.

Successful projects included bids for search and rescue equipment for Mountain Rescue teams, first aid training for community groups, and funding to develop natural flood defences. A large number of requests for defibrillator units were also received and, working with Yorkshire Ambulance Service and Wel Medical, West Yorkshire Prepared supplied 13 units for communities across West Yorkshire, as well as providing funds for a solar-powered defibrillator for Wakefield Scouts.

The Theatre Royal in Wakefield was one of the recipients of a defibrillator unit, along with funding for first aid training for staff and volunteers.

Head of Development, Sarah Shooter, said: "Thanks to our LRF Community Grant we have been able to locate a defibrillator at the back of the theatre, right in the centre of Wakefield and train up our staff and volunteers to use it. We have also been able to ensure more people have received potentially lifesaving first aid training. It has allowed us to feel more resilient and confident as an

organisation, knowing we could react effectively, in a situation both in our building and in the local area.”

The Community Grant Initiative will once again aim to provide at least £50,000 of funding to communities, providing support where it's needed most.

Catherine Hankinson, co-Chair of West Yorkshire Prepared and Assistant Chief Constable of West Yorkshire Police, said: “Our aim, through this initiative, is to deliver funds to grass-roots projects and organisations that can make a real difference on the ground. Whether for flood prevention and protection, essential communication devices or emergency response equipment, we want to enable more to be done at a local level by providing small, one-off grants.”

Dave Walton, co-Chair of West Yorkshire Prepared and Deputy Chief Fire Officer for West Yorkshire Fire and Rescue Service, said: “The funding we provided last year has made a real difference to those community groups who applied, increasing flood resilience in districts prone to flooding, ensuring communities are better prepared for medical emergencies and improving accessibility in community centres. We hope, once again, to encourage a wide range of organisations to apply, from right across West Yorkshire.”

Any community or voluntary group can apply, with applications particularly welcomed from groups working in more deprived communities or areas where there are clear and present risks. For full details on the entry criteria, or to download an application form, visit www.westyorkshireprepared.org.uk/community-grant. The closing date for applications is 31st December 2022.

To keep up to date with West Yorkshire Prepared, please visit www.westyorkshireprepared.org.uk or follow us on Facebook ([@WYPrepared](https://www.facebook.com/WYPrepared)) or Twitter ([@WYRForum](https://twitter.com/WYRForum)).

ENDS

From: Graham Lockwood

Date: Friday, 25 November 2022

Subject: Shipley Wellbeing Hub Grants Programme - Grants of up to £5,000

Dear All,

Grants of up to £5,000 are available to local organisations who can support the work of the Shipley Wellbeing Hub.

Further details are attached along with an application form.

Kind regards,

Shipley Area Co-ordinator's Office

Shipley Well-being Hub Expression of Interest

The Shipley Well-being Hub is a new project to support local residents within Shipley to access health and well-being support. As part of our offer, to residents, we are looking for local organisations to deliver as part of the wider programme offer focusing on mental and physical health.

We would welcome applications that can support the work of the Shipley Wellbeing Hub to deliver

- a) Social activities for young people (16+), that promote healthier lifestyle choices leading to positive mental health and wellbeing
- b) Food and nutrition programs for adults (including physical activity), that address heart health, diabetes and negative lifestyle choices (such as not getting enough exercise or sleep/ poor eating habits)
- c) Activities for women that promote mental wellbeing such as, Yoga, Meditation, Mindfulness etc.
- d) Social activities for men that promote physical and mental wellbeing

There are two types of grant available, small grants of up to £1500 and larger grants of up to £5000. To apply:

You need to meet the following criteria:

- To operate or have a base within the Shipley Constituency
- Have trained staff to deliver immediately (Dec/Jan) and conclude by end of June 2023.
- Meet all statutory requirements (Child/Adult safeguarding , Data Protection, staff completing data protection training, DBS checks, appropriately trained staff)
- Ideally staff have undertaken Mental Health First Aid
- Agree to use Well-being Network promotional materials
- Activities must be open to direct referrals from the Shipley Wellbeing Hub

Please use the form attached and return to shipleywellbeinghub@haleproject.org.uk
You will be notified of your success once the panel has made their decision.

From: bhibaffinities.co.uk
Date: Tuesday, 22 November 2022
Subject: Parish Online

Good Morning Ken

Please accept my apologies for the delay in responding.

BHIB currently have a deal in place with Parish Online whereby any Council that renews or takes out a policy with BHIB receives a years free subscription. This deal commenced on 01/05/2022 and therefore you will receive a free subscription if you renew your policy in December this year.

I hope this clarifies the arrangement however if you would like to discuss it in more detail then please let me know.

Many thanks, Lee Cleacer

From: The Skipton East Lancashire Rail Action Partnership
Date: Monday, 21 November 2022
Subject: SELRAP Members Meeting - Town Hall, Skipton, Monday 12th December 2022

Hi All,

Here are the details for the members meeting at the Town Hall, Skipton, Monday 12th December 2022 at 7pm. Please note that this meeting has been moved from Herriot's in Skipton due to lack of availability.

The Guest Speaker will be Michael Byng, who has carried out research on the costs of the SELRAP Project and has been involved professionally on a number of rail projects.

The Zoom video link is below:

<https://us06web.zoom.us/j/84289536251?pwd=d1RUZ1NoY1dFMzZQSDJGVE9kSVdZZz09>

Hope to see you either in person or online,

The Skipton East Lancashire Rail Action Partnership

From: West Yorkshire Combined Authority
Date: Wednesday, 9 November 2022
Subject: Invitation to respond - Consultation on the West Yorkshire Mass Transit Vision 2040

Dear Parish and Town Councillors,

West Yorkshire Combined Authority, working with the five District Partners, has been developing plans for delivering a new, high quality Mass Transit system for West Yorkshire which will connect people across our region by 2040.

In 2021, we asked for opinions on our Mass Transit Vision as part of the Connectivity Plan engagement. We received over 7000 responses to our surveys, polls, the interactive map and other stakeholder feedback. Following this, the Mass Transit Vision 2040 has been revised to reflect this feedback.

We have now launched a statutory consultation on the revised Mass Transit Vision 2040, which is open for people to have their say until **16 January 2023**. The revised draft Mass Transit Vision 2040 and details of the consultation can be found here: www.yourvoice.westyorks-ca.gov.uk/masstransitvision

There is a statutory requirement to consult on the revised Mass Transit Vision 2040 ahead of working towards its adoption as part of the Local Transport Plan for the region. This consultation gives statutory consultees the opportunity to share their feedback and views. Further, we are inviting comments from key stakeholders and the general public, and they can also register to be kept informed about the wider Mass Transit programme on the [dedicated consultation page](#).

We are in the process of ongoing engagement with district officers, to both gather their feedback and to help promote the consultation.

If you require any further information or would like to request a district briefing on the consultation, please do not hesitate to get in touch.

Best wishes

**Kevin Murray (he/him) | Interim Director for Mass Transit Programme
West Yorkshire Combined Authority | Leeds City Region Enterprise Partnership**

Appendix 5: Financial Reports

Harden Village Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	2,580.00	1,806.57	773.43 (29%)	773.43
Assets & Projects		1,168.35	1,168.35 (116835)	13,350.00	12,187.07	1,162.93 (8%)	2,331.28
Audit & Accountancy			0.00 (N/A)	1,000.00	773.00	227.00 (22%)	227.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Events			0.00 (N/A)	425.00	43.75	381.25 (89%)	381.25
ICT			0.00 (N/A)	3,150.00	538.00	2,612.00 (82%)	2,612.00
Income	39,008.00	39,008.00	0.00 (N/A)			0.00 (N/A)	0.00
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance & Repairs			0.00 (N/A)	4,400.00	540.00	3,860.00 (87%)	3,860.00
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00	631.84	143.16 (18%)	143.16
Parish Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Staff Costs			0.00 (N/A)	21,920.00	16,543.25	5,376.75 (24%)	5,376.75
Training			0.00 (N/A)	250.00	90.59	159.41 (63%)	159.41
Travel			0.00 (N/A)	150.00	49.50	100.50 (67%)	100.50
NET TOTAL	39,008.00	40,176.35	1,168.35 (3%)	52,000.00	33,203.57	18,796.43 (36%)	19,964.78

Total for ALL Cost Centres		40,176.35			33,203.57	
V.A.T.		5,296.82			2,842.85	
GROSS TOTAL		45,473.17			36,046.42	

Bank Reconciliation at 01/12/2022			
	Cash in Hand 01/04/2022		48,642.22
	ADD Receipts 01/04/2022 - 01/12/2022		45,473.17
			94,115.39
	SUBTRACT Payments 01/04/2022 - 01/12/2022		36,046.42
A	Cash in Hand 01/12/2022 (per Cash Book)		58,068.97
	Cash in hand per Bank Statements		
	Petty Cash 01/12/2022	0.00	
	Unity Trust Current Account 01/12/2022	58,068.97	
			58,068.97
	Less unrepresented payments		
			58,068.97
	Plus unrepresented receipts		
B	Adjusted Bank Balance		58,068.97
A = B Checks out OK			

Appendix 6: Schedule of Meetings 2023

Date	Meeting	Start Time
12 th January 2023	Monthly meeting HVC	7.15 p.m.
9 th February 2023	Monthly meeting HVC	7.15 p.m.
9 th March 2023	Monthly meeting HVC	7.15 p.m.
13 th April 2023	Annual Parish Meeting ⁽¹⁾	7.00 p.m.
13 th April 2023	Monthly meeting HVC	7.15 p.m.
11 th May 2023	Annual Meeting ⁽²⁾	7.15 p.m.
8 th June 2023	Monthly meeting HVC	7.15 p.m.
13 th July 2023	Monthly meeting HVC	7.15 p.m.
14 th September 2023	Monthly meeting HVC	7.15 p.m.
12 th October 2023	Monthly meeting HVC	7.15 p.m.

9 th November 2023	Monthly meeting HVC	7.15 p.m.
14 th December 2023	Monthly meeting HVC	7.15 p.m.

Notes:

1. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Harden Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).

2. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972). Local elections will be held on 4th May 2023.