

**MINUTES OF THE ANNUAL MEETING OF HEPTONSTALL PARISH COUNCIL  
HELD AT HEPTONSTALL SOCIAL & BOWLING CLUB, 5 MAY 2026**

**Present:** Councillors: A Baldwin J Crowther B Cutts M Dempsey  
M V Edwards J Holt C Jackson & S Slater  
(Also in attendance Acting Clerk Roger Greenwood in the absence of Clerk Hannah Sherriff-Jackson)

**1/26 ELECTION OF CHAIRMAN 2026/27**

Councillor Slater proposed Councillor Jackson be appointed Chairman of Council for the year 2026/27 and this received unanimous support.  
She thanked members and the Clerk for the support provided over the past year.

**2/26 DECLARATION OF OFFICE OF CHAIRMAN**

The Declaration of Acceptance of Office as Chairman was signed and countersigned by Mr Greenwood deputising for The Clerk as Proper Officer.  
Councillor Edwards asked that thanks to the retiring Chairman Councillor Slater be recorded.

**3/26 ELECTION OF VICE-CHAIRMAN 2026/27**

Councillor J Holt was elected Council Vice-Chairman for the year 2026/27.

**4/26 APOLOGIES OF ABSENCE AND REASONS**

No apologies were received.  
The absence of Councillor Hughes was noted.

**5/26 ELECTION OF OFFICERS 2026/27**

It was resolved the following appointments be made for the coming year :

<b>A. Responsible Financial Officer</b>	<i>The Clerk – H Sherriff-</i>
<i>Jackson</i>	
<b>B. Deputy Responsible Financial Officer</b>	<i>Chairman of Finance</i>
<i>Committee</i>	
<b>C. Internal Auditor</b>	<i>Ms M Madden</i>
<b>D. Publicity Officer</b>	<i>Coun M V Edwards</i>
<b>E. Risk Assessor</b>	<i>Coun B A Baldwin</i>
<b>F. Data Processor</b>	<i>The Clerk – H Sherriff-</i>
<i>Jackson</i>	
<b>G. Parish Newsletter Compiler</b>	<i>Mrs A Baldwin</i>

- H. Parish Newsletter Reviewer *Couns S Slater & J Crowther*  
 I. Non-voting Co-opted Committee Member *Mr R M Greenwood*

**6/26 ELECTION OF COMMITTEE MEMBERS & CHAIRMAN/VICE-CHAIRMAN OF SAME**

1. Planning Committee (6) : *Chair (Ch), Vice Chair + Couns Hughes (V/Ch)*  
*Cutts, Dempsey & Slater*
2. Finance Committee (5) : *Chair (Ch), Vice Chair + Couns Dempsey, Hughes(V/C), & Crowther*
3. Staffing Committee (5) : *Chair (Ch), Vice Chair + Couns Dempsey, Hughes (V/C) & Crowther*
4. Rights of Way Committee (4) : *Chair, Vice Chair (V/C)+ Couns Hughes & Cutts (Ch)*
5. Heptonstall Visitor Experience Working Group : *Dormant*

**7/26 ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**

1. Yorkshire Local Councils Associations *Coun Edwards & H Sherriff-Jackson*
2. Campaign to Protect Rural England *Coun Cutts*
3. Popples Common Consultative Group *Couns Edwards (Reserve Coun Slater)*
4. Parish & Town Councils Liaison Group *Coun Edwards & H Sherriff-Jackson + Coun Crowther (sub)*
5. Heptonstall Exhibitions & Richard Naylor Charities *Couns Hughes & Baldwin*
6. Listed Buildings Working Party *Planning Cttee members*
7. Joint Paris Council Group *Coun Slater (Reserves Couns Cutts (1), Crowther (2))*
8. HB & District Old Persons' Welfare Committee *Coun Dempsey*
9. Newsletter liaison officer *Coun Slater & Crowther*
10. Friends of Heptonstall Museum Working Group *Coun Cutts*
11. Calderdale Energy Park – PC Forum *Couns Slater & Jackson*

**8/26 COUNCILLORS EMPOWERED TO SIGN CHEQUES/APPROVE PAYMENTS**

1. Current Account (any 2 signatures required) *Couns Crowther, Edwards, Slater, Cutts & The Clerk*
2. Term Deposit Account (any 2 signatures) *Couns Crowther, Edwards, Slater, Cutts & The Clerk*

**9/26 REVIEW OF (JANUARY 2019) STANDING ORDERS AND FINANCIAL REGULATIONS**

It was resolved to approve the Standing Orders and Financial Regulations.

## **10/26 REVIEW OF DELEGATION ARRANGEMENTS**

It was agreed existing arrangements remain in place in respect of urgent matters :  
The Clerk is delegated to act alone on urgent business matters.  
(A minimum of two members being similarly charged to form an emergency committee).

## **11/26 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES & COUNCIL POLICIES**

It was resolved the Terms of Reference for Committees and Council Policies (April 2019) should continue without revision following a review by The Clerk.

### **TERMS OF REFERENCE**

1. Finance Committee
2. Staffing Committee
3. Planning Committee
4. Rights of Way Committee

### **POLICIES**

1. Recruitment
2. Staff Appraisals
3. Discipline & Grievance
4. Bullying & Harassment
5. Equality & Diversity
6. Health & Safety
7. Members' Allowances
8. Handling Complaints
9. Dealing with the Press
10. Freedom of Information
11. GDPR Retention of Documents
12. GDPR Data Protection
13. GDPR Subject Access Request
14. Publication Scheme
15. Training & Development

## **12/26 APPROVAL OF GENERAL DATA PROTECTION POLICIES**

It was resolved to approve the continuance of these policies

## **13/26 ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLMENT REGULATIONS & REAL TIME INITIATIVE (PAYE)**

The Acting Clerk explained the Council's requirements in respect of both of these elements and was able to confirm all were being correctly and fully undertaken.

**14/26 DATES/TIMES OF COUNCIL & PARISH MEETINGS TO MAY 2027**

It was resolved a schedule of meeting dates & times as tabled by The Clerk be approved for the coming Municipal Year with the exception of Wednesday meetings being moved to the following day – i.e Thursdays 14 January 2027 & 27 May 2027. (All meetings to be face to face at Heptonstall Social & Bowling Club)

**15/26 COMPLIANCE WITH CODE OF CONDUCT : REMINDER TO MEMBERS**

The existing Code is in force and The Clerk reminded members of the need to abide by this, as well as submit any revisions which may occur in respect of the Register of Financial Interests.

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**(Chairman)**

.....  
**(Date)**