

Hebden Bridge Community Association Ltd
Minutes of trustees' meeting, Dec 7th 2009

Present: Andrew Bibby, Karen Houghton, Janet Battye, Sarah Moss, Sara Robinson, Linda Patterson, Sue Fenton, Robin Dixon, Peter Hirst. Apologies: Derrick Palmer

1. Declarations of interest

JB declared her interest as ward councillor; RD declared his interest as a town councillor; KH declared that she was currently working on a casual basis for Yorkshire Forward

2. Minutes of the last meeting were not yet available.

Matters arising;

a) Business Link. JB had been in touch with Shirin Borrett, and was meeting her on Thurs 10th, 10am. Agreed PH and RD would also attend.

3. Business planning and fundraising

a) Timelines. The proposed timeline and milestones produced by Bauman Lyons was noted. It was noted that the timescales were very tight, especially for pre-planning stages.

b) CommunityBuilders. KH reported that the meeting with Julie Raymond would be on Dec 15. KH, AB and PH to attend

c) Business Plan.

It was agreed to make personal contact with community groups locally, following up the 2007 approach. This would be to (a) brief them on the asset transfer progress (b) survey their likely usage, both in the short term and long term.

It was agreed that we would also attempt to assess likely usage from individuals locally (eg functions and parties).

It was agreed that the BurnsCollett report on business usage of the conference facilities needed revisiting.

It was agreed that this work would be coordinated by the comms and stakeholder group, SR and SF to coordinate.

d) It was agreed to hold another trustee session on our vision for the centre, on Tues Dec 22nd at 3pm.

e) OJEU. SM reported. It was agreed that we may well be below the OJEU threshold, but that we need professional advice to confirm. KH agreed to seek the name of a suitable consultant.

f) VAT. AB reported on his recent phone conversation with Gavin Needham (Deloitte). We would be able to claim back VAT on services for up to 6 months after registration. There would be no obvious drawbacks to seeking to register very shortly. AB to discuss with DP and bring to next trustee meeting

4. Communications and stakeholder relations

a) Press releases. The drafts prepared by AB were agreed for distribution. Agreed to also press release the architectural press (AB)

- b) Newsletter. Minor amendments were made to the draft prepared by AB. SF to dispatch.
- c) Friends initiative. Agreed to relaunch in New Year. AB is liaising with Mike Barrett on revisions to the text
Trustees discussed whether local celebrities would be prepared to endorse the initiative. This was delegated to the comms and stakeholder group
- d) Light opera. SR has arranged a meeting for Fri Dec 11th 12.30pm. SF and KH will also represent us.

5. Governance

- a) Health and safety statement. PH has done draft. PH to circulate
- b) VISIBLE accreditation. Governance group will take this responsible on. JB to pass resources to the group
- c) AB briefed that there was now a user-protected area of the website available for trustees.

6. Asset transfer

The trustees noted with great pleasure and satisfaction the decision by Calderdale Cabinet earlier in the day.

- a) Meeting re asset transfer. To be brought forward to 9.30 on Dec 18th, leaving EDRF meeting to start at 10.30. JB to organise.

7. Operational issues.

- a) It was noted that the operational group had met and had begun to identify issues for attention.
- b) Chairs/tables. Noted that these needed to be purchased before Jan 10th. Operational group to progress urgently. Agreed to liaise with architects over design.

8. Forthcoming meeting

Next trustees' meeting will be at 6.30pm, on Dec 22nd, preceded by an informal discussion on our vision for the centre (3pm). At AB's. At 2pm, a tour of the Town Hall will be arranged for trustees wishing to see the whole building.