

**HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

**HEBDEN BRIDGE TOWN HALL PROJECT**

**MINUTES OF MEETING**

**15th OCT 2009, 7.30pm**

**Present**

Janet Battye (JB)  
Andrew Bibby (AB)  
Robin Dixon (RD)  
Sue Fenton (SF)  
Peter Hirst (PH)  
Karen Houghton (KH)  
Sarah Moss (SM)  
Linda Patterson (LP)  
Sara Robinson (SR).

Apologies: Derrick Palmer (DP)

**1. Introducing ourselves**

All new Trustees were warmly welcomed to the team. Each person then introduced themselves stating what interested them in joining the board.

**2. Necessary legal issues for new trustees**

AB clarified the dual role as Trustees of the Charity and Directors of the Company. He stated the two charitable objects of the Association, broadly 1) provision of community facilities 2) urban regeneration.

New forms (as company Directors) were completed; AB advised that all trustees look at the Charity Commission guidelines for clarification over roles and expectations.

It was agreed that although HBCA is a relatively small local organisation our aims are to operate with first class governance. All thoughts and ideas welcome.

**3. Trustee induction**

It was agreed to undertake trustee induction to bring everyone up to speed on the developments so far, as well as developing a team spirit and to explore how we want our governance to operate in practice.

A half day session was agreed for Friday 30th October. It was also agreed to arrange site visits to other development trusts etc; agreed to contact Neil Berry from the Development Trusts Association for help.

It was recommended that new trustees read the submission to Calderdale, along with the blog. KH and SR offered to plan the induction session.

It was agreed to discuss the role of the enlarged Board, and the extent to which the whole Board will discuss operational issues. It was noted that the Board could choose to continue to meet every 2-3 weeks or to introduce sub-committees / specific roles etc, and meet as a full Board less frequently. JB proposed that we continue with present practice till after Christmas. The possibility of job descriptions and a Board review was also mentioned; PH offered to circulate examples.

**4. Declarations of interest**

KH was asked to chair the meeting and SR agreed to prepare the minutes.

JB declared an interest as a Calderdale Councillor and member of HB Partnership, RD is a Town Councillor, and KH advised that she anticipates being seconded to Yorkshire Forward in Nov and Dec.

## **5. Minutes of meeting held on Sep 23rd - all accepted as correct record**

All accepted.

Matters arising:

- Review of Action List.
- Sara, Karen and Sue were thanked for a great open day and evening.
- Sweet and Maxwell business meeting has been postponed, pending decision on asset transfer; AB is happy to continue this partnership.

## **6. CMBC and progress on asset transfer**

It was noted that CMBC had yet to take the proposal for asset transfer to Cabinet. Discussions had been held with officers and informally with Cllr Ian Cooper. There remained some issues to resolve. AB and JB are continuing to press for a very rapid decision.

Noted that there is a deadline looming for the £5000 pledged by Calderdale Community Foundation towards the cost of tables and chairs. It was agreed it was inadvisable to spend this until asset transfer is agreed. AB will ask for an extension till end of March to await decision.

## **7. ERDF and CommunityBuilders bids**

There are two phases to our plans:

Phase 1 - bringing the current facilities to life

Phase 2 - new facilities and buildings, new revenue streams, enterprise centre and community use.

It was noted that phase 2 is likely to cost about £4m, with £2m sought from ERDF, match funded with £2m from CommunityBuilders. The latter would be part 'soft loan', part grant.

Noted that a further £100K is likely to be needed to get to Stage D (full planning stage), which is likely to be necessary for the full ERDF application.

It was noted that the architect had suggested that we look for a third funding stream; SR offered to look at the possibility of arts money. The possibility of an art gallery was briefly discussed.

The forthcoming meeting with Neil Berry from the Development Trusts Association (supporting us with CommunityBuilders) was noted.

JB and KH to raise these issues with Ian Gray (new group director of economy and environment at Calderdale) as appropriate.

It was agreed that a small group of trustees would undertake to revise the financial projections.

Agreed, AB to email all trustees the full business plan.

## **8. Architect**

Noted that we have yet to receive the draft letter of appointment from Bauman Lyons.

Noted that a meeting with the architect is arranged for Nov 11.

It was agreed that Bauman Lyons (BL) had done an excellent job for the consultation day. SR agreed to chase up all info generated from consultation day and eve via architects (and Canvas); this could be put on the website.

Bauman Lyons had suggested that a consultant could be employed to look at the business plan; it was agreed that the skills were available among trustees to undertake this work in-house. It was agreed to consider further whether external fundraising advice might be valuable; KH to research.

Tendering for full contract using OJEU; AB to research

### **9. Relationship with Light Opera society and Youth Theatre**

SR, AB and JB reported back on the meeting with them. It was agreed that it is vital that we keep talking and have a continuing dialogue. They are key stakeholders for us.

PH suggested that it might be appropriate in due course to set up a stakeholders group with all tenants of the building.

### **10. Financial and compliance**

It was noted that work was required on the annual accounts and annual report

### **11. Review of AGM and consultation events.**

It was agreed that this had gone very well. It was noted that 25 school pupils had participated, 60 people had attended the AGM and 200 has taken part in the open doors session.

Trustees discussed a similar arrangement for future AGMs, whilst acknowledging that fewer people might attend AGM if they had been to an earlier open session.

### **12. Dates of future meetings**

Agreed, maintain convention of Thursday evenings at 7.30pm, but in short-term hold meetings as follows:

Mon 2nd November

Thurs 19th November

Mon 7th December

### **13. AOB**

Noted that at some point we will need to draw lots to comply with the article in our Mem and Arts which states that Board members stand down after a period of time to ensure rolling rotation.

AB had contacted all unsuccessful Board candidates to keep them involved.

A Board contact sheet is required.