

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

MINUTES OF MEETING

20TH Aug 2009

1. Present

Janet Battye (JB)

Andrew Bibby (AB)

Karen Houghton (KH)

Observers: Sara Robinson (SR), Sue Fenton (SF)

2. Apologies

Derrick Palmer (DP), David Bell

3. Procedures

JB was asked to chair the meeting and AB agreed to prepare the minutes.

There were no declarations of interest declared.

4. Minutes of Meeting Held 30th July 2009

The minutes were approved subject to two minor changes in the section regarding VAT.

5. Matters Arising

a) JB reported that CMBC officers were unavailable for the scheduled Steering Group meeting with CMBC on Aug 12th. JB would fix future dates of meetings.

b) CAB: JB had spoken to new manager, and a provisional meeting arranged for Sep 2nd. This would now be rearranged.

c) Public liability insurance had now been arranged

d) Police: JB was following up with Cllr Roger Taylor; a meeting would take place

6. Selection of architect

The six longlisted architectural practices had now been reduced by the selection sub-committee to three. These three would be met and interviewed on Weds Sep 2nd.

Practical matters for the day:

KH would chair, and would coordinate questions; those on the interview panel to send their draft questions to KH as soon as possible

SF would be able to do the 'meet and greet' role until 3pm. SF to make herself more familiar with the building before then.

AB would bring ten Town Hall mugs for drinks, subsequently to be donated to the building

The wording of the letter and scoping document was approved, as drawn up by AB and with amendments by Catherine Thompson. KB to dispatch.

An initial discussion was held about the need for appropriate project management to take place, and for there to be one contact point on the project team for the architects. It was agreed to return to this after the selection.

7. AGM

a) Tax year. DP's memo was discussed. It was agreed that first year accounts would be presented to the AGM on Oct 8th. DP to be asked whether first year accounts could be drawn up to 31st Aug this year, with possible change of accounting year in future years.

b) Voting for trustees. AB reported he was discussing with David Dempsey whether David would take on the role of election officer. Agreed, voting papers would be dispatched to all members by post, together with candidates' statements. This will need to be not more than 14 days or less than 7 days before the AGM. Votes could be cast in advance or at the AGM.

Some skills gaps among the present Board of trustees were noted: legal; marketing/PR; fundraising; building experience; energy/ideas!

c) Mailing. Agreed that the legal notice of the AGM would be sent (by email or post) in early Sep. (21 clear days' notice is required under our Mem and Arts). This would be combined with a newsletter (AB to draft) and information to prospective trustees (AB and SR to draft).

d) Arrangements for the night. SR presented a paper with suggestions for making this a full community participation event, to include: possible events with schools during the day; 'open doors' late afternoon/early evening, with selected events/animations taking place in different rooms; opportunities for ideas for the building to be left. Architect would be asked to be present. Balloons with TH logo were one possibility. Agreed, an appropriate budget would be made available. SR and SF to work further on these ideas.

e) AGM itself. Agreed, this would be at 7.30pm, with refreshments from 7pm. AGM would be members only; members' list would need to be held at the door. Chairs would need to be acquired from somewhere. Possibility of showing Nick Wilding's 3 min film. Architect would be asked to speak. Project team members would need to explain to the meeting the key developments to date.

f) It was noted that it would be very helpful if the decision in principle to transfer the building had been made before the AGM, at the Oct 5 Cabinet. JB to mention this to Andrew Pitts.

8. Grants

AB reported that the Community Foundation for Calderdale had offered a grant of £5000 for furniture for the Waterfront Hall, with the condition that this be spent by 31 Oct. AB was asked to reply on behalf of the trustees, accepting this condition.

AB reported that the Bernard Sunley Charitable Foundation had offered a pledge of a grant of £2000 for the Waterfront Hall, with the condition that other funds needed to be fundraised. AB to reply, thanking the Foundation.

AB reported that a very positive reply had now been received from Jeanette Culleton at Sweet and Maxwell. Two directors, Miles Hutchinson and Kelly Lake, were very interested in being directly involved in the project. AB to reply, and arrange for Miles and Kelly to meet the project team.

The offer of a business meeting hosted by Sweet & Maxwell was still available. It was agreed that this should be arranged in the Autumn, when the CMBC Cabinet decision had been taken. AB to respond.

9. Financial projections

It was noted that DP and AB were meeting shortly, to undertake more work on these.

10. CMBC use of building

JB reported that she had had meetings with several senior CMBC staff regarding future use of the building post-transfer. The responses had been very encouraging. The manager of Customer First in particular understood the desire for the building to have a 'Customer First Plus' facility.

Bernadette Livesey had identified the current cost to CMBC of the building (excluding Peter Burton's time) as £47,000. It now seemed agreed that CMBC would pay at least this to maintain their use of the building post-transfer.

11. Current roles of project team members

The main roles being undertaken by project team members at present were discussed and agreed as follows:

JB: CMBC negotiations and asset transfer; PC/TC liaison

AB: CMBC negotiations and asset transfer; website; membership/Friends

KH: Architects

DP: Finance; financial projections

SR: Events and arts; schools and young people

SF: volunteer coordination

12. Future project team meetings

The dates were agreed as follows:

Mon 7 Sep

Weds 23 Sep

Tue 29 Sep

(Thurs 8 Oct - AGM)

Thurs 15 Oct