

## **HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

### **MINUTES OF TRUSTEES' MEETING held in The Town Hall, Hebden Bridge 21st Jan 2010, 7.30pm**

#### **1. Present**

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

#### **2. Procedures**

SM agreed to chair the meeting and AB agreed to prepare the minutes.

JB declared her interest as a ward councillor and board member, Ground Floor centre.

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

#### **3. Minutes of Meeting Held 7 Jan 2010**

The minutes were approved as circulated.

#### **4. Matters Arising**

a) DP reported that the Gift Aid claim had been submitted. HMRC reimbursement was awaited

b) Meeting with Hope Baptist church fixed for 3 Feb, 4.30pm

c) OJEU. The trustees agreed to take advice from Richard Jones. AB to contact.

d) JB reported on her useful meeting with Business Link. Business Link have made helpful suggestions for how they will be able to contribute to the Creative Quarter.

e) SR reported that the joint statement with the Light Opera society had been sent to the Hebden Bridge Times

f) Ground Floor centre. The trustees confirmed that the Town Hall does not see itself as being in competition with the Ground Floor centre, that the Town Hall will be meeting different needs, and that HBCA wishes to work collaboratively with the Ground Floor management and board.

#### **5. Operational committee**

Reports of committee meetings held on 8 Jan and 19 Jan were formally noted

a) Furniture. JB gave a brief report. The trustees agreed that the decision on purchase of chairs and tables would be for the committee to take

b) Staffing

The trustees agreed with the recommendation to appoint a part-time Project Worker, to work four hours a day, five days a week. It was agreed that regular hours were important.

It was noted that the present Town Hall cleaner would move into HBCA employment through TUPE. We would be required to respond to Calderdale re the TUPE procedures by March 1<sup>st</sup>.

It was noted that the governance committee are actively developing employment practices. It was agreed that the two committees will meet together very shortly, to discuss this further.

c) Licences and inspections

JB reported that Community Matters had supplied us with useful information on health & safety, fire regulations and other legal requirements. These issues were being progressed by the committee.

d) It was agreed to apply for a wedding and civil partnership licence. The cost would be £1000 for a three-year licence.

e) Refurbishment of Waterfront hall

RD reported on options, and recommended that at this stage a low-cost approach. This was agreed. The likely expenditure would be £5000.

## **6. Communications and stakeholder committee**

The report of the committee meeting held on 5 Jan was formally noted.

a) Survey of market needs for business conference venue. SR reported that Fiona Goh was making good progress on this study. SR reported that Sophie Siegel had completed her research into community venues. Her findings would be circulated to trustees.

b) Community organisations. Most trustees had now completed or almost completed their telephone interviews with local community organisations. SR and SF would collate the findings and circulate.

c) Friends promotion. Noted that this would begin this coming weekend, at the Picture House.

d) Events. It was agreed that the renaming of the committee room as the Greenwood Room, in commemoration of the life of the nineteenth century Hebden Bridge fustian cutter and cooperative pioneer Joseph Greenwood, would be scheduled for Co-operative Fortnight. AB undertook to enquire whether Dame Pauline Green, president of the International Cooperative Alliance, would be available.

The trustees discussed the possibility of making an Awards for All grant application to fund opening events. The need not to clash with HB 500 events was noted. This suggestion was referred to the committee.

## **7. Governance committee**

The report of the committee meeting held on 13 Jan was formally noted.

a) Frequency and dates of trustee meetings

It was agreed that trustee meetings would in future be held monthly, on the fourth Thursday of each month. Dates for 2010 were: 25 Feb, 25 Mar, 22 Apr, 27 May, 24 Jun, 22 Jul, 26 Aug, 23 Sep, 28 Oct, 25 Nov and 23 Dec.

b) Job descriptions for HBCA officers. Comments were still invited from trustees on the draft JDs. These would be discussed and a decision taken at the February trustees meeting

c) VISIBLE. It was noted that the committee had begun to start on the considerable work involved in seeking VISIBLE accreditation.

d) Review of workings of committees

The trustees agreed to make a minor change to the composition of the committees. The business planning committee would be renamed the Finance committee. The members would be AB (convenor), SM, SR, DP.

Oversight of the major funding bids and the architects' work would be combined in a new Capital Build and Funding committee. Members would be JB, AB, RD, KH and PH.

The composition of the other committees would remain unchanged. The Operations committee noted that a fourth member of this committee would be helpful.

### **8. Finance committee**

a) The revised financial projections and cash flow forecast for 2010, previously circulated to all trustees, were approved. AB commented that, as anticipated, our cash flow position this year would be healthy due to the CMBC loan and maintenance payment. We could anticipate making only a small trading surplus, however. It was agreed that income and expenditure would continue to be monitored carefully both by the committee and at trustee meetings.

b) Feasibility grant from Social Investment Business. AB produced to the meeting a letter dated 18 January from Social Investment Business, constituting an offer of a grant investment from the Communitybuilders Fund of £75,000. The trustees noted that the agreed purpose of the grant was "solely for the purpose of assisting Hebden Bridge Community Association to develop a fully costed business plan and submit planning applications for the refurbishment of the town hall into a community hub". The conditions of the grant were noted and accepted by the trustees.

It was resolved that the grant offered by Social Investment Business be accepted, on the terms offered.

It was further resolved that AB and DP be authorised to sign the Grant Agreement on behalf of the trustees.

It was noted that the proofs of identity required by SIB for anti-money laundering purposes had already been sent to SIB, following the December meeting with Julie Raymond.

c) Business planning. The trustees noted that work had been undertaken by members of the committee on our financial projections 2012-2016. It was agreed that, if considered necessary, up to two days' consultancy would be sought from a suitably qualified external consultant, focused primarily on review of the income projections from the Creative Quarter.

d) VAT. It was noted that it would be advisable to register very shortly for VAT. DP and AB agreed to research the possible advantages and disadvantages of establishing a trading company, covenanting profits to the charity.

### **9. Asset transfer working group**

JB reported that the meeting scheduled for Jan 22 had been postponed, at the request of Calderdale's legal officer, until Jan 28. There was nothing further at this stage to report.

### **10. Capital build committee**

It was agreed that it was disappointing that the projected Jan meeting with the architects had yet to take place. However, this had now been confirmed for Thursday Jan 28<sup>th</sup>, 3pm. It was agreed that we needed to move to a regular schedule of meetings with the architects, which both sides undertook to meet.

It was agreed to continue with the Feb 13<sup>th</sup> consultation day, and to begin publicity immediately.

The meeting was closed by the Chair at 10.15pm.