

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

MINUTES OF TRUSTEES' MEETING

22nd DEC 2009

1. Present

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

2. Procedures

DP was asked to chair the meeting and AB agreed to prepare the minutes. JB declared her interest as a ward councillor. 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 17th Nov and 7th Dec 2009

The minutes were approved as circulated.

4. Matters Arising

a) Friends promotion. SF had arranged for Friends of the Town Hall stalls in the cinema for Fri, Sat, Sun Jan 22-24. Volunteers would be needed.

5. Afternoon strategy meeting

a) It was agreed that the values and functions agreed at the informal afternoon trustees' meeting would be submitted formally to the next trustees' meeting. Governance sub-committee to coordinate.

b) Discussion of the options prepared by Bauman Lyons would continue at the next trustees meeting

6. Business planning and fundraising committee

a) ERDF. James Margerrison's email response noted. AB had undertaken work on revising extensively our draft OBP, which would be submitted to James at the end of Dec. AB had also researched the State Aid rules. Trustees were invited to make further comments to AB. The trustees would in due course need to agree formally to the proposed outputs.

b) SIB. KH reported on the meeting with two members of Social Investment Business. She reported that our application for £75,000 for feasibility studies had been granted, subject to conditions to be notified. A meeting with the SIB consultant was fixed for Jan 8th.

c) Possible requirements under OJEU. No progress since last meeting.

d) VAT. AB and DP would bring to a future trustees' meeting

e) ERDF Access grant application (£10,000 for feasibility work) agreed. AB will send off. Noted that we would not hear until the end of Jan.

- f) DP had previously circulated a financial report, which was noted. Gift Aid application going in. Accounts now with Creswell Crabtree for independent examination
- g) Policy on Gift Aid. It was agreed that Gift Aid applications for refunds would in future be made quarterly, at the end of Mar, Jun, Sep and Dec.

7. Comms and stakeholder ctte

The written report from the ctte was noted.

- a) The recommendation that a consultant be employed to research further the business use of the conference and seminar centre, was agreed. Up to £1250 budgeted. SR to coordinate.
- b) It was noted that the survey of community use of facilities would be undertaken internally. All trustees invited to help. SR and SF are coordinating.
- c) Public consultation on architects plans. Agreed to hold this on Feb 13th in the Town Hall.
- d) The recent meeting with members of the Light Opera and Youth Theatre was noted. A joint statement to the press is being drafted (by SR)
- e) Other stakeholders. The recommendation to establish a stakeholder group from 1st April was agreed. This would include Town and Parish Council, CMBC tenants, Jeff Anderson and Light Opera.
- f) Friends. The strategy prepared by SF was noted and accepted.

8. Governance ctte

The written report from the ctte was noted.

- a) The recommendation for written reports, in standard format, from each sub-committee to future Board meetings was approved
- b) Information on the VISIBLE accreditation scheme had been circulated. The recommendation that we will work formally for VISIBLE accreditation was approved
- c) Role and election of officers. Draft job descriptions for Chair, Vice-Chair, Secretary and Treasurer had been circulated, and trustees were invited to submit comments to the governance ctte. The job descriptions would be brought to the next trustees' meeting for approval. The procedure for selecting trustees to these posts was deferred.
- d) Terms of service of trustees. The recommendation that trustees' period of service (one, two or three years) be resolved two months before the next AGM was approved.
- e) The recommendation that the roles of individual trustees be outlined in a job description, to be agreed between the Board/Chair and reviewed annually, was agreed were noted.
- f) Out of pocket expenses
The recommendation that trustees should be reimbursed for out-of-pocket expenses, that there should be a budget head for trustees expenses, and that there should be full public access to claims made, was agreed in principle. The governance ctte was asked to bring back detailed proposals.
- g) The draft health and safety policy (previously circulated) was approved, with one minor word change.

9. Asset transfer ctte

- a) JB reported on the recent meeting with Calderdale. A further meeting was arranged for early Jan, when draft heads of terms should be available. CMBC is also revising the building works schedule.

- b) CMBC proposed that the £60,000 of capital works which Calderdale Cabinet had agreed to fund should be coordinated by HBCA. This was accepted.
- c) CMBC proposed that the further £60,000 interest-free loan should be repaid in four equal instalments, after year 5, 10, 15 and 20. This was agreed.
- d) It was noted that the part-time (20 hrs) Town Hall cleaner might need to transfer into our employment, through the TUPE regulations.
- e) The application for pro bono legal help via the ProHelp scheme prepared by AB was approved.

9. Operations group

The written report from the ctte was noted

- a) Bookings. It was agreed that further work would be undertaken on the proposed tariff for room hire. The results of the community consultation exercise should be taken into account
- b) It was noted that the Operations ctte would very shortly need to begin considering staffing issues

10. Capital build ctte

The accommodation schedule and options from Bauman Lyons were noted. It was agreed that it was vital to spend adequate time discussing these, and that they would be a major item for discussion at the next trustees' meeting

11. AOB

AB and SR reported on their meeting with Alex Sobel, General Manager of Social Enterprise Yorkshire and Humberside at the recent DTA event in Sheffield. It was agreed to apply to become a member of Social Enterprise Yorkshire and Humberside. (No financial implication)

Date of next trustees meeting: Thursday Jan 7th, 7.30pm, Town Hall