

**HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

**HEBDEN BRIDGE TOWN HALL PROJECT**

**APPROVED MINUTES OF MEETING**

**23<sup>rd</sup> SEP 2009**

**1. Present**

Andrew Bibby (AB)

Karen Houghton (KH)

Sara Robinson (SR).

Sue Fenton (SF)

Apologies: Derrick Palmer, Janet Battye

**2. Procedures**

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

There were no declarations of interest declared.

**3. Minutes of Meeting Held 7<sup>th</sup> Sep 2009**

The minutes were approved subject to one minor change.

**4. Matters Arising**

a) Sweet and Maxwell: meeting with two senior managers had taken place. Breakfast business briefing provisionally fixed for Weds 21<sup>st</sup> Oct.

**5. Asset transfer and funding bids**

It was noted that it was anticipated that Cabinet on Oct 5<sup>th</sup> would discuss our submission.

**6. Architect appointment**

a) Formal agreement on fees. KH to talk to Catherine Thompson and/or another contact. KH to draft letter to Bauman Lyons

b) OJEU. Irena Bauman's comments re the likelihood of OJEU tendering for later stages of contract were noted. Agreed to talk to CMBC, Elsie Whiteley centre. Agreed Bauman Lyons would be contracted to RIBA stage D only.

c) Irena Bauman's comments re the need for full (Stage D) planning-ready work for the ERDF bid was noted. It was noted that Stage B+ work should be sufficient for CommunityBuilders.

d) AB reported that he had talked to Cllr Jade Smith about creating a small disability issues working group. Susan Quick also to be invited.

e) Possible consultancy on funding. KH to follow up.

**7. Oct 8th**

a) Schools. SR confirmed that Riverside school council would be coming 9.30-11am, Calder High 12.30-2.30. SF offered to organise lunch. SR, KH, SF would be present, with the architect. AB said he might be able to attend.

b) Open doors, 5pm-7pm. All project team members requested to be at the Town Hall from 4.30pm.

SR reported that a range of activities and artistes had been confirmed. SR to liaise further. Tea and cakes: KH to research cake supply.

c) AGM. To be discussed further at next meeting

Chair: agreed to approach Gwen Goddard (AB)

d) it was noted that CMBC staff were aware of our event, and were advising on health/safety issues etc

e) Chairs. SF agreed to look for fifty chairs

### **8. Members**

Agreed to defer further cinema stalls until after asset transfer decision.

### **9. Trustee induction**

Agreed to defer this item

### **10. AOB**

a) Agreed another meeting with Hope St Baptists would be appropriate shortly. JB to be asked to coordinate

b) Possible approach from a group of artists interested in exhibition space might be made

### **Future project team meetings**

The dates were confirmed as follows:

Tue 29 Sep

(Thurs 8 Oct - AGM)

Thurs 15 Oct