

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

MINUTES OF MEETING

25th June 2009

1. Present

Trustees: Janet Battye (JB),Derrick Palmer (DP),Andrew Bibby (AB)
Observers: Karen Houghton (KH),David Bell (DB)

2. Apologies

Sara Robinson (SR)
Catherine Thompson (CT)

3. Procedures

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

4. Minutes of Meeting Held 19th May 2009

The minutes were approved.

5. Matters Arising

There were none.

6. Paul Hesson (PH)

PH had stated that he wished his partnership to be considered for the project management of the scheme in due course. As his continuing voluntary capacity involvement with this group would present a conflict of interest PH had resigned. AB to write and thank PH for his services to this group.

KH agreed to contact Holly Hesson to discuss her relationship with the project.

7. Karen Houghton (KH)

KH, when invited by the chair, expressed her interest in becoming a trustee. Based on her skills, experience and commitment JB/DP/AB unanimously agreed that she should become a Trustee. AB/KH to arrange submission of the necessary documentation to Companies House.

8. Action List

The action list was reviewed as set out in Appendix 1.
The carry forward schedule is attached as Appendix 2.

9. Calderdale MBC Steering Group

The inaugural meeting had been held on the 9th June 2009 and the minutes had been circulated.

The next meeting was scheduled for 3rd July. AB/JP/DP to attend.

It was agreed that copies of the Submission Document (without the financials) should be filed on the web site and a copy placed in the library. It was decided not to print copies for sale.

10. Architects Submission of Expressions of Interest

It was noted that 11 submissions had been received.

JB/KH agreed to form a sub group to shortlist and would also engage the services of Catherine Thompson and Catherine Groves. The sub group would also determine a formal Assessment Criteria based on the letter on invitation.

It was agreed that Calderdale MBC would be invited to participate in the interview process for final selection to demonstrate the partnership concept.

11. Finance Report

DP circulated a written report and the contents were noted.

JB stated she did not wish to claim for the cost of the wine provided at the Friends' Launch.

DP to prepare application to draw down the remaining funds from Calderdale Business Trust.

AB reported that a cheque for £15k had been received from Adventure Capital Fund and had been banked.

12. Friends of Town Hall

The newsletter being prepared by AB would seek nominations for Trustees. It was agreed that JB would ask David Dempsey to be the independent Election Officer.

AGM was fixed for 15th October 2009. The successful architects could be invited to make an initial presentation.

DB reported that a stall could be provided at the Vintage Car Show and leaflets included in the "Goodies Bag"

13. DTA Conference 10th July 2009

DP/JB to attend and the agenda was expected to be around the bidding for funding from the Communities Builders Fund.

14. Local Schools

It was noted that Catherine Groves and Robin Dixon had volunteered to attend a number of school assemblies to explain the work of the project.

15. Local Business Community

It was agreed to inform Derek Parker of the project and the aims for the Town Hall project.

Sweet and Maxwell are particularly interested in being involved in the project. AB to write.

16. Any Other Business

There was none.

17. Date of Next Meeting

9th July 7.30pm at Town Hall.