

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

MINUTES OF MEETING

30th July 2009

1. Present

Janet Battye (JB)

Derrick Palmer (DP)

Karen Houghton (KH)

Observers: Sara Robinson (SR), Sue Fenton (SF), David Bell (DB)

2. Apologies

Andrew Bibby (AB)

3. Procedures

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

4. Catherine Thompson

KH reported that Catherine did not wish to be a member of the Group owing to domestic commitments but would be very pleased to continue to provide advice on recruitment of architects and buildings issues.

5. Minutes of Meeting Held 9th July 2009

The minutes were approved subject to the following changes:

- Correct the spelling of Sara Robinson
- Correct the spelling of Rhona Pringle
- Minute 8 delete “of Yorkshire Forward”

6. Matters Arising

SF stated she had prepared a rota for the Rotary Car Show.

7. Action List

The action list was reviewed as set out in Appendix 1.

The carry forward schedule is attached as Appendix 2.

8. VAT

DP reported that he and AB had met with Deloitte. It was likely that the building would need to be taxed for VAT purposes in order to recover the VAT incurred on undertaking the capital works. The implication is that VAT would then need to be charged to users of the building. Those businesses registered for VAT would be able to recover. Charities who rent space could claim VAT exemption but the Association would have to repay the VAT on that proportion of the building.

Providing free accommodation/services might also result in VAT difficulties.

The VAT implications would be reviewed when further information was available on the cost the capital works.

9. Recruitment of Architects

KH reported that the seminar with Catherine Thompson had been fixed for 5th August at 9.30am at the Town Hall.

KH reported that the short list was still at 6 but it would be discussed further at the meeting on the 5th August.

KH reported that interviews had been fixed for Monday 17th August and that Adrian Rose of Calderdale MBC had confirmed he would be attending.

KH to advise Adrian Rose of the shortlisted architects so that he could compare with the Council's formal list of approved architects.

10. CMBC Steering Group Meeting 17th July 2009

DP/JB reported that minutes of the meeting were not yet available.

A plan of the site had now been provided.

CMBC may not be willing to make a long term commitment to be tenants of the Town Hall. JB was pursuing this with Council officers.

The Association's formal request for Asset Transfer was being progressed.

CMBC was dealing with the application from the Light Opera.

Next meeting was scheduled for the 12th August 2009.

11. ERDF Application

DP reported that CMBC were working on the application. It was also necessary to update the financial projections which DP/AB/Marc Collett were working on. The bid would also require an update of the capital costs.

The full process if successful was likely to take until March 2010.

12. Community Builders Fund

DP reported that he was working on preparing a narrative for the bid. It was also necessary to update the financial projections which DP/AB/Marc Collett were working on. The bid would also require an update of the capital costs.

The bid specification and procedures were expected to be available in September.

13. Finance Report

DP had circulated a written report prior to the meeting and the contents were noted.

DP stated the application to draw down the remaining funds from Calderdale Business Trust had been made. The Chairman of the Trust had expressed a keen interest in the project and had requested a meeting, which DP was arranging.

DP reported £20,000 had been transferred to the deposit account.

13. Insurance

DP was asked to pursue 3rd Party insurance cover with Ryburnes as a priority.

14. Annual General Meeting (AGM)

It was decided that those clubs and local organisations who had supported the original bid should be invited to the AGM. DP pointed out this would be useful in demonstrating in the Community Builders Fund Bid that the Association was a Community Hub for Hebden Bridge.

Several suggestions were considered for the AGM event and it was agreed that KH/SR/SF should consider these further and report back to the next meeting.

It was also agreed that further consideration should be given at the next meeting as to how the Association could enhance its public profile.

15. Any Other Business

There was none.

15. Date of Next Meeting

Thursday 20th August 7.30pm at Town Hall.