

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

MINUTES OF TRUSTEES' MEETING

7th Jan 2010

1. Present

Andrew Bibby (AB), Karen Houghton (KH), Sara Robinson (SR), Janet Battye (JB), Robin Dixon (RD), Sarah Moss (SM), Peter Hirst (PH), Linda Patterson (LP).

Apologies: Sue Fenton, Derrick Palmer.

2. Procedures

JH 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 22nd Dec 2009

The minutes were approved as circulated.

4. Matters Arising

a) Sweet and Maxwell breakfast briefing on Jan 27th. AB, JB and PH will be going.

5. Options appraisal

The trustees discussed the options prepared by the architects, in conjunction with briefing notes prepared by AB.

The following key points were agreed

- development would focus on small site adjacent to gable end, and along the river frontage
- the 'atrium' (a public lounge area linking all parts of the site) was a key aspect of the development
- the river frontage is a key feature of the site and must be exploited fully

The trustees agreed to ask Bauman Lyons to work on two remaining options, one utilising the existing rear building (with a conference hall built between it and the site boundary) and one entirely new-build along the river frontage. KH agreed to arrange a meeting with Bauman Lyons urgently, provisionally Jan 20 or 21.

6. Comms and stakeholder ctte

The committee had met once since the previous trustees' meeting.

a) Consultation Day. Confirmed for Sat Feb 13th, starting 11am. Bauman Lyons had agreed to participate. KH would be discussing with them the basis on which they would contribute.

b) Community liaison. SF had emailed a list of local organisations for trustees to contact by phone. All trustees would contact about ten groups. Trustees agreed to

advise SF if they knew of other organisations not on the original list. Agreed, deadline of Jan 20th for this work

c) SR reported that she had discussed a possible market research exercise with Fiona Goh, to undertake further research into business usage of the proposed conference and seminar rooms. It was agreed to commission Fiona to undertake this work. Budget agreed of £1750. It was further agreed to commission work to identify current rental charges at other venues; SR was delegated to arrange this. Budget agreed of £300.

7. Business planning and fundraising ctte

a) ERDF. The revised OBP, as drafted by AB with amendments by DP, had been sent to James Margerrison.

b) SIB. The consultant's visit scheduled for Jan 8 was postponed, due to the weather. KH to rearrange.

c) Noted that AB had produced draft cash flow projections. The sub-ctte would scrutinise this work before the SIB visit.

d) No treasurer's report available. VAT deferred.

8. Governance ctte

a) Comments from trustees were still being sought for the draft JDs prepared for committee officers. To be discussed next meeting.

b) Staffing. Noted that the Governance committee would very soon need to address the implications of having staff. It was agreed to discuss possible ways of handling employment with Calderdale, as part of the asset transfer discussions.

9. Operations ctte

A verbal report was given.

a) It was agreed that a meeting with the Town Council was urgently needed. JB and RD to liaise with the Town Council.

b) It was agreed that the main celebratory public event for the asset transfer would be held on Sat June 19th, and would be linked to the Bridge 500 events planned for later that day. RD would advise trustees of the date of the next 500 meeting.

c) AB reported that he was exploring the possibility of commissioning a new brand band tune, to commemorate the asset transfer. Funding from the PRS might be available. Marc Collett was discussing this further with the Junior Band.

10. Asset transfer ctte

No meeting since last trustees' meeting

11. Capital build ctte

A verbal report was given.

11. AOB

It was agreed to apply to become a member of Co-operatives UK (£65 subscription)

Date of next trustees meeting: Thursday Jan 21st, 7.30pm, Town Hall