

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

APPROVED MINUTES OF MEETING

7TH SEP 2009

1. Present

Janet Battye (JB)

Andrew Bibby (AB)

Karen Houghton (KH)

Derrick Palmer (DP)

Observer: Sara Robinson (SR). Apologies; Sue Fenton

2. Procedures

DP 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 20th Aug 2009

The minutes were approved subject to one minor change in the section 5 (a)

4. Matters Arising

a) AB reported that David Dempsey had agreed to be election officer. AB to liaise with him.

b) Sweet and Maxwell: meeting with two senior managers fixed for Tues Sep 25th, 9am. AB to go. Other trustees welcome.

5. Asset transfer and funding bids

The meeting with the CMBC steering group was to take place on the following day. JB and AB to attend.

Funding bids required progress in two areas; financial projections (DP, AB), architects' advice re space available for rental (KB)

6. Architect appointment

The shortlisting meeting on Sep 2 had taken place. All three candidate companies had given impressive presentations, but there was a clear consensus that the strongest candidate was Bauman Lyons.

KB to negotiate terms with Bauman Lyons.

Public announcement and press release to be made asap, by end of this week.

Their submission to be put on our website (subject to clearance)

JB to coordinate a visit to their office, to meet their staff

Agreed, visits to other buildings would be relevant and helpful.

7. Open doors

a) Activities. Could include: community choir (Di Seymour – confirmed), Johnny McQuade (email sent), Jason Elliot/500 project (SR to contact), chess club (AB had

invited), Thingimajig (SR to contact), Local history (AB to contact), junior band (AB had talked to Marc Collett), other young musicians (AB to contact).

b) Balloons/ ribbons. There was discussion about the use of helium. SR to investigate further.

c) Publicity: invitation to go out with ballot paper. Press release needed. Poster to be produced. SR/AB to organise

d) Schools. SR/KH to coordinate

8. AGM

a) Practical arrangements. SR to sort out 50 chairs. JB to investigate sponsorship for drinks.

b) Chair. Agreed, invite independent local person, perhaps one of TC/PC committee.

c) Timetable

7.30pm start

- 3 min film

- Trustee presentations: JB history (from UCVR to CAP, incorporation)

- AB: vision/concept, asset transfer, enterprise centre

- DH : financial report

- KH : architect, two funding bids

- SR: Friends, moving forward

- Q&As (chair to be primed to ask appropriate questions too)

- Formal adoption of accounts; appointment of auditor

- Election result

- Introduction of architect

- Q&As

d) Formal resolutions. It was agreed not to have any formal resolutions.

e) Mailings. First mailing to be by email and (for those without email) post. To include newsletter, trustee briefing, trustee nomination form

Second mailing to be postal, to include ballot paper, candidates' statements, invitation to Open Doors

Newsletter and trustee briefing: all invited to send comments by weekend. AB to mail at weekend.

9. Finances

a) Agreed the tax year would run until 30 Sep. John Durkin (spelling?) at Cresswell Crabtree to be asked if he would do this year's independent examination on a pro bono basis. Action: DP

b) Treasurer's report noted

c) DP to research the legal requirement for a trustees' report to accompany the accounts.

10. Trustees

Sara Robinson was invited to become a trustee of HB Community Association, and accepted.

11. AOB

a) It was agreed that MS Project software could be useful., KH to research.

b) AB to undertake text revision for new membership leaflet

c) 'Mugshots' initiative to be discussed with members on Oct 8

12. Future project team meetings

The dates were confirmed as follows:

Weds 23 Sep

Tue 29 Sep

(Thurs 8 Oct - AGM)

Thurs 15 Oct