

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

MINUTES OF MEETING

9th July 2009

1. Present

Janet Battye (JB)

Derrick Palmer (DP)

Andrew Bibby (AB)

Karen Houghton (KH)

Observers: Sara Robinson (SR), Sue Fenton (SF)

2. Apologies

Catherine Thompson (CT)

3. Procedures

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

4. Minutes of Meeting Held 25th June 2009

The minutes were approved and it was agreed they should be published on the website.

5. Matters Arising

KH stated she had spoken to Holly Hesson who would be withdrawing from involvement in this group because of a potential conflict of interest in the future. AB to write and thank Holly for her services to this group.

DTA Seminar 10th July - DP/AB to attend

Sweet and Maxwell – AB reported a letter had been sent

6. Action List

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

The carry forward schedule is attached as Appendix 2.

7. Architects Submission of Expressions of Interest

It was noted that 11 submissions had been received and these had been reviewed and appraised against a criteria schedule by: JB / KH / Catherine Thompson / Catherine Groves.

5 applicants did not meet the criteria and it was agreed that the Group would reduce, based on the criteria, the remaining 6 applicants to a shortlist of 4.

It was agreed that Catherine Thompson be asked to organise a workshop so that the arrangements for the interviews could be determined and the required outcomes articulated.

AB / KH to endeavour to arrange interviews for w/c 17th August 2009. It was noted that Adrian Rose from Calderdale MBC had agreed to participate in the interviews.

8. ERDF Application

AB/ JB reported they had met Adrian Rose and F Yeomans, and that the application had met the criteria to progress through Phase 1.

Adrian Rose and F Yeomans will lead the preparation of the formal business case but input from this group would be required.

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

9. Yorkshire Forward Single Pot Funding

KH agreed to speak to Rhona Pringle.

10. Calderdale MBC Steering Group

The inaugural meeting had been held on the 9th June 2009 and the minutes had been circulated. A second meeting had been held on 3rd July, which AB/ JB/ DP attended. The minutes of this meeting were not yet available but would be circulated when produced.

A project plan had been received subsequent to the meeting and this was tabled.

AB/ JB/ DP reported the meeting was very supportive and good progress had been made.

10. Police

AB/ JB reported that they had met Chief Superintendent Alan Ford who was supportive of the Police having a presence in the Town Hall but had concerns whether potential capital receipts from the sale of the existing building could be applied to the Town Hall.

The next stage was for AB / JB to meet the Police Facilities Manager and the Neighbourhood Policing Team.

11. 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.

It was noted that that a cheque for £15k had been received from Adventure Capital Fund.

DP to make arrangements to open a deposit account.

AB / DP agreed to prepare the Gift Aid tax claim.

DP / AB to review the financial forecasts in the business plan

12. Membership

It was agreed to move the date of the Annual General Meeting from the 15th October to the 8th October to avoid a clash with an event at the Picture House.

AB reported that following despatch of the newsletter he had received interest from a few people to provide support and in being trustees. AB / SF to liaise.

A stall had been booked at the Classic Cars Show – Sunday 2nd August 11.30 to 4.30 (stall SO24). JB to arrange the rota but SF would liaise with those individuals who had indicated an interest in being a volunteer.

A stall to recruit Friends would be arranged in the Picture House during October - SF to lead.

It was agreed that a main recruitment drive would be arranged for October to coincide with the AGM.

It was agreed that DP / AB / SR would review the policy documents previously circulated, and prepare a draft induction programme for new Trustees. Consideration would also be given to roles and responsibilities within a larger group of Trustees.

13. Date Protection Policy

AB had circulated prior to the meeting a draft policy document. This was approved subject to JB being substituted for Kate Dakers

14. Insurance

DP to pursue insurance cover with Ryeburns – AB to provide contact name.

15. Any Other Business

There was none.

15. Date of Next Meeting

30th July 7.30pm at Town Hall.