

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

HEBDEN BRIDGE TOWN HALL PROJECT

MINUTES OF MEETING

19th November, 7.30pm

Present

Janet Battye (JB)
Andrew Bibby (AB)
Robin Dixon (RD)
Sue Fenton (SF)
Peter Hirst (PH)
Karen Houghton (KH)
Sarah Moss (SM)
Derrick Palmer (DP)
Linda Patterson (LP)
Sara Robinson (SR).

1 Chair and Minute-taker

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

2 Declarations of interest

JB declared an interest as a Calderdale Councillor and member of HB Partnership, RD is a Town Councillor, and KH advised that she is acting in an interim management capacity for Yorkshire Forward in Dec and Jan.

3 Minutes of meeting held on 15th October - all accepted as correct record

All accepted.

Matters arising:

- Review of Action List.

4 CMBC and progress on asset transfer

It was noted that CMBC were now proposing to take the asset transfer proposal to Cabinet on 7th December. Discussions had been held with officers and informally with councillors.

It was agreed that AB would prepare a press release celebrating the positive outcome from the 7th December, and that he would handle the press interest whatever the outcome of the cabinet meeting.

SR agreed to liaise with Light Opera following the decision on HBCA's bid and that of Light Opera, initially to brief them on the decision and assuming a successful outcome on asset transfer, to negotiate with them on their future use of the current space and requirements in the new building

5 Architect

We have now received the draft letter of appointment from Bauman Lyons, which has been reviewed by JB, AB and KH. Trustees agreed to approve the appointment of Bauman Lyons and associated consultants to Stage B+, and delegated the authority to AB/KH to finalise terms.

Tendering for full contract using OJEU; it was noted that this still required researching; some information may become available from the meeting with Yorkshire Forward.

6 Funding, ERDF and CommunityBuilders bids

A small group of trustees (AB, DP, KH, SM) had met to revise the financial projections, with the support of Marc Collett. The financial projections were tabled for review. Discussion was held on ensuring that these figures are robust, and it was agreed that further research would be needed.

A group of trustees (AB, JB, PH, KH, SR) had held a positive meeting with Neil Berry from the Development Trusts Association (supporting us with CommunityBuilders) Following this meeting, KH had submitted a bid to the Social Investment Business for "feasibility funding" to enable the architects to take the plans to RIBA stage D.

A group of trustees had a meeting scheduled with the ERDF manager at Yorkshire Forward. Marc Collett would be there to provide information on Community Builders, and Irena Bauman and Andrew Gaunt would also be there to discuss implications on the programme.

7 Governance

The proposed sub-groups paper was tabled, and agreed with the addition or deletion of one or two people to certain groups (see attached) The sub-group members all agreed to try to meet to develop terms of reference before the next board meeting.

8 Town Council

The opportunity for the association to secure an office in the Town Hall, to store key documents, host meetings with funders etc. It was agreed for the operational group to develop this further.

RD reported that there was an opportunity for Town Council funding support for staffing in the next financial year. It was agreed that the governance and staffing group would develop further the requirements from an early staff appointment.

9 Compliance

The draft annual report was tabled and approved.

DP reported that he was to meet soon with Creswell Crabtree the appointed accountants.

10 Finance

The financial report was tabled and approved. It was noted that the association had sufficient funds to appoint Bauman Lyons to Stage B+, but that further funding was necessary to take the organisation to full planning permission and subsequently full ERDF funding.

11 Other issues for approval

The data protection policy was tabled and approved.

AB proposed that the association secure its own web space, to include a space to store documents. This was agreed.

12 Relationship with Light Opera society and Youth Theatre

SR was asked to continue to develop the relationship with the Light Opera and Youth Theatre, and to meet with them with one or two other trustees after Calderdale's Cabinet decision.

Dates of future meetings

In short-term hold meetings as follows:

Mon 7th December

22nd December – short meeting with meal to follow