

Hebden Bridge Community Association Ltd

Minutes of Trustees meeting, held on Thursday 24th Sep 2010, Hebden Bridge
7.30pm – 9.30pm

Present: Peter Hirst (chair), Sara Robinson, Karen Houghton, Mike Smith, Andrew Bibby, Robin Dixon, Sarah Moss, Linda Paterson, Sue Fenton. Kate Rae in attendance.

1. Declaration of interest. Robin Dixon declared an interest as a Town Council councillor and current mayor.

2. The minutes of the meeting held on Sep 9th were approved.

Matters arising:

a) Pension. It was agreed to use Co-operative Financial Services as providers of our stakeholder pension. Pension contributions would be backdated to 1st April or employment start date.

b) Authorisation of purchasing decisions. The finance committee were continuing to work on the procedure. The 2010-11 budget would allocate oversight of budget heads to our staff member or to committee chairs.

c) Tendering and contracting policy. Peter Hirst would shortly be circulating a draft policy,

d) Front kitchen. Robin Dixon is continuing to explore possible improvements.

e) Social networking. Sara Robinson reported on a useful meeting with an Association member Chris Smith, who would be advising us on this.

f) health and safety issues. Kate Rae reported that the fire procedure for the building was revised and now in place. Sarah Moss is continuing to liaise with Kate and the building management committee on other health and safety issues.

g) terms of reference for committees. Trustees noted that some committees have yet to file these with Peter.

h) Dry rot. Kate reported that the contract had been awarded to Timberwise, who were beginning work shortly.

3. Capital build

a) Funders

Andrew Bibby reported verbally on the Communitybuilders offer letter. He undertook to circulate it to all trustees, and to prepare an aide memoire on the implications for our business plan. He had also approached Calderdale regarding the issue of tenure of the Town Hall site raised by Communitybuilders. It was agreed that an extra board meeting would be convened at 6.30pm on Thursday October 7th, to consider the offer formally.

b) Karen Houghton reported that our planning application would be heard on Tues 26th October. Trustees were invited to attend the committee meeting.

4. Building management

The minutes of committee meetings on Sep 1st and 21st were formally noted.

a) Use of building. The trustees noted that it was almost exactly six months since the asset transfer. Kate Rae circulated a list which showed the wide range of groups which had used the Town Hall. The trustees agreed to report this to the AGM and to issue a press release. The trustees asked Kate to add numbers of people attending events for future similar lists.

b) Future jobs. It was noted that Christian was now working 25 hours a week on a Future Jobs placement. The trustees asked for the details of the exact employment basis on which Christian was placed with HBCA to be clarified for the next meeting.

Kate Rae reported a second Future Jobs person would be likely to be in post in about a month's time.

5. Stakeholders and communications

The minutes of the committee meeting on Sep 14th were formally noted.

a) Mailing to Friends. Sara Robinson reported that a mailing to Friends would be sent out in mid-October, as a run-up to the AGM. A further mailing by post would be sent in the first week of November.

b) Annual report. It was agreed to produce an annual report similar to last year's. The aim was to have it available by the year end.

c) Marketing and communications. A meeting particularly to focus on our marketing and communications work was to be held on Oct 22nd.

d) Christmas celebration. It was agreed to co-organise an event in the Town Hall with the Town Council, to take place on 11 December, 12 noon – 4pm.

e) Andrew Bibby suggested that the Association stage a competition for young people and children to design a flag suitable for flying from the building during 2011.

6. Governance issues

a) The draft code of conduct was agreed for use, subject to the deletion of the last two bullet points on page 2. the addition of 'alcohol and drugs' to the list on page 2, and clarification of the meaning of 'members' on page 1. It was also agreed that the positive values by which HBCA operated, as discussed at the Board awayday, would be added. Sue Fenton and Sara Robinson agreed to undertake the necessary amendments, prior to the circulation of the agreed Code.

b) The draft policy for the use of the computer, internet and telephone was agreed. Trustees noted that more work would be needed to develop a comprehensive strategy on the storage of and access to Association documentation

c) Expenses claims. The form devised by Peter Hirst was agreed. Peter agreed to circulate it to all trustees.

d) Trustee elections. It was agreed to devise a list of key skills which would assist the Board in its work during 2010-11, for circulation to members considering election. It was agreed that, since two trustees had stood down during the year and at least one current trustee had indicated that they wished to

stand down at the AGM, it would not be necessary to invoke the procedure in Art 25 for drawing of lots.

7. Finance

The minutes of the committee meeting on Sep 10th was formally noted.

a) Budget 2010-11. The trustees agreed a balanced budget for the period Sep 2010-Aug 2011. The draft budget submitted by the Finance committee was approved, subject to minor amendments. The budgeted income is £60,804. The budgeted expenditure is £60,621.

8. Strategic issues

The trustees discussed the longer-term development of the Association, and agreed to engage in partnership with the Town Council and Hebden Bridge Partnership, as well as other bodies, in likely forthcoming initiatives over other public facilities in the town.

9. Other business

Karen Houghton advised other trustees that, in her professional capacity, she undertook project management consultancy work. In the event that the Association were to decide to appoint a project manager for the capital build, she would potentially be interested in tendering on behalf of her business.

Peter Hirst thanked Karen for advising the board of what could, at some time in the future, be a conflict of interest. He noted that the Association had, as yet, taken no decision on use of a project manager, and – were it to decide to appoint a person or business to such a role – this appointment would be formally tendered and all tenders received reviewed on their merits. The fact that one, or more, of those tendering was a trustee, or otherwise known to the Association, would be discounted during the tender analysis. However, for the avoidance of any doubt, it would be appropriate for Karen to withdraw from future board or committee meetings where the direct issue of project management was under discussion.

The meeting closed at 9.38pm.