

Hebden Bridge Community Association Ltd

Minutes of Trustees meeting, held on Thursday 28th October 2010, in Hebden Bridge Town Hall

7.30pm – 9.30pm

Present: Peter Hirst (chair), Karen Houghton, Andrew Bibby, Robin Dixon, Sarah Moss. Apologies: Mike Smith, Sara Robinson, Linda Patterson, Sue Fenton. Kate Rae also gave apologies.

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

2. The minutes of the meetings held on Sep 23rd and Oct 7th were approved.

Matters arising:

- a) Pension. Peter is progressing this with Co-operative Financial Services
- b) Authorisation of purchasing decisions. Noted that this remained with the finance ctte
- c) Tendering and contracting policy. Karen agreed to work with Peter in this area
- d) Front kitchen. A budget of £1500 plus fitting costs was agreed. Referred to building management committee
plore possible improvements.
- e) terms of reference for committees. Capital build ctte ToR has been written and needs to be circulated. It is not clear whether the finance ctte yet has agreed a ToR

3. Building management

- a) Security and safety of building and users. The trustees noted that fire procedures were now operating. The trustees discussed safety issues arising from the public use of the building when unstaffed. It was noted that this was the situation which had operated before asset transfer as well. The issue was referred to the building management ctte.
- b) Occasion staff. Noted that our cleaner is currently suffering a period of extended sickness. Referred to building management ctte.
- c) Weddings. Robin agreed to brief Kate and Patricia on some procedural issues arising.
- d) Future jobs. Trustees noted the way in which this was working.
- e) Volunteers. Trustees noted the way in which volunteer coordination was taking place
- f) Dry rot. There remained some concerns. Karen was seeking advice from Arup.
- g) The Space Bar. Noted the letter received from Jeff Anderson. Trustees agreed to Jeff's proposal.

4. Capital build

- a) Noted that planning consent had been agreed at the Nov planning committee, by unanimous vote of councillors present. The meeting resolved to thank Andrew Bibby for his work. The meeting also agreed to minute thanks to Bauman Lyons and Christine Naylor for their support.
- b) Funding. The capital build committee updated other trustees on developments
- c) Lease with Calderdale. Trustees noted that Calderdale had agreed to extend HBCA's leasehold ownership of the Town Hall site to 125 years
- d) Other fundraising. It was agreed that further resources needed to be given to this area. Robin undertook to research the deadline for a grant application to HRTC.

5. Finance

- a) Budget. Noted that the agreed budget had yet to be circulated to members.

6. Governance.

- a) AGM. Agreed to finalise arrangements at the trustee meeting on 18 Nov
- b) Trustee elections. Noted that application forms had been sent out to all members
- c) Awayday, Sun Nov 28th. Notes that the Cragg Vale Steiner School had been booked. The Awayday would be from 10am – 4pm.

7. Stakeholders and communications

- a) Annual report. Work was commencing on this, which it was hoped would be ready in early Jan
- b) Newsletter had been mailed and emailed out
- c) User group meeting, Nov 12th. Noted that Karen and Peter were planning to attend
- d) Social networking. Agreed to launch a strategy linked to the capital build building period
- e) Christmas event. Deferred.

8. Strategic issues

- a) Picture House. Noted that the Association had issued a joint press release with the town council.

The meeting closed at 9.22pm.