

Hebden Bridge Community Association Ltd
Minutes of Trustees' meeting
held in Hebden Bridge Town Hall
22 April 2010, 7pm

1. Present

Andrew Bibby, Peter Hirst (chair), Karen Houghton (part), Janet Battye (part), Robin Dixon. In attendance: Kate Rae.

Apologies: Sue Fenton, Linda Patterson, Sara Robinson, Sarah Moss

2. Declarations of interest.

JB declared her interest as a ward councillor and board member, Grond Floor centre.

3. Minutes of meeting held 25 Mar 2010

The minutes, subject to a minor drafting amendment, were approved as circulated.

4. Operations committee

a) No minutes were currently available

b) Building work. RD gave a detailed report.

It was agreed to authorise repairs to the roof of the downstairs small outhouse; estimated cost £300

It was agreed to authorise repairs to the smaller first floor office next to committee room, and to expose timber work in this wing; estimated cost £1600.

It was noted that RD was awaiting information from the building inspector, regarding necessary works

The meeting expressed its thanks to RD for his contribution over recent weeks

c) Operational matters. KR gave a report

The phone line had been transferred from CMBC to the Association, and broadband was anticipated the next day. A PC had been purchased. The trustees discussed whether a cheap mobile phone would be useful, for times when the project worker was elsewhere in the building

Recycling was working well. As well as paper and card, cans, bottles, plastics and bottle tops were being recycled. A local shop was accepting printer cartridges, for charity.

Arrangements for handling the post needed improving.

Arrangements were being made for Laura to begin an internship, starting 17 May until July. Laura would be likely to work Mon, Wed and Thur.

Work was progressing for the Future Jobs fund application.

A cupboard was needed for cleaning chemicals, in order to comply with COSHH.

It was noted that Kate would be on leave from 30 April – 10 May, and alternative steps would be needed to staff the office.

5. Capital Build & Funding committee

- a) Minutes from committee meetings on Mar 30 and Apr 7 were noted
- b) The trustees present noted the latest drawings (Options D1) from Bauman Lyons, which had been presented to the committee that morning. The trustees felt that these plans were generally following well the guidance given by committee members. It was noted that parking would probably be restricted to a loading area and two disabled bays.

The trustees present were minded to endorse these proposals, but agreed that on such an important issue it would be appropriate to seek the opinions of absent trustees. KH agreed to write to them, inviting their comments by the following Monday.

- c) It was noted that the architects had held a meeting with English Heritage
- d) It was agreed to hold a Consultation Day on Sat May 22nd, in the 'garage'. A pre-planning briefing session would be held on Sat June 5th in the Waterfront Hall. The planning application would be aiming for the planning committee on Sep 14th.
- e) It was agreed to accept the tender from BWA for CDM consultancy.
- f) It was noted that David Burdus (access consultant) had held a meeting that morning with representatives of the local community on disability issues
- g) It was agreed to set up an informal advisory panel to consider the use of renewables in the design. The first meeting would be held on May 6th at 11.30am
- h) It was agreed that AB and KH would begin work on the ERDF Full Business Plan

6. Asset transfer working party

The trustees expressed their considerable disappointment that Calderdale had still failed to respond to the draft lease agreement presented to them. AB undertook to continue to press for this to be resolved.

7. Finance committee

- a) No minutes were currently available
- b) The trustees unanimously agreed to coopt Mike Smith to the Board, as the Association's Treasurer
- c) AB presented the budget outcome for Jan-Mar 2010. It was noted that, in broad terms, the budget had been relatively accurate. The trustees asked for budget outcomes to be presented to each monthly trustee meeting.
- d) It was agreed that procedures for authorising expenditure needed to be refined and formalised. Mike Smith would be asked to give his thoughts on this.
- e) Arrangements for trustees to claim expenses (including travel expenses) were briefly discussed, and were referred to the governance committee. AB stressed that the financial situation this year would remain tight.

8. Stakeholder and communications committee

- a) The minutes of April 19 were noted

b) Key partner agencies. It was agreed to approach Pennine Housing, Calderdale Credit Union, the CAB and Business Link to ascertain likely interest. KB undertook to follow this up.

c) It was agreed that the Association needed to use social networking services such as FaceBook better. The trustees asked SR to liaise with Calder High on this.

d) RD explained the arrangements for the June 19th event. It was agreed that it might be necessary that day to close the car park to public users, in order to permit dignatories' cars to park.

e) The decision to issue a members' newsletter in May was noted.

9. Governance committee

PH reported that the governance committee had not met since the previous trustee meeting, but would be meeting very shortly.

PH thanked other committees for identifying areas of work where it might be appropriate for the project worker to take over.

It was noted that we had yet to identify an appropriate Stakeholder pension, but that LP had undertaken to progress this.

PH reported that he and SR had met Nadia from Community Matters, to discuss the VISIBLE accreditation scheme. He felt that we could progress to full VISIBLE status this year.

10. AOB

a) Building management committee

It was agreed that a Building Management committee should be set up, absorbing work which had previously been the remit of the Operations committee. The Operations committee were asked to draw up the new committee's terms of reference and make recommendations regarding trustee membership.

The meeting closed at 9.21pm.