

## **Hebden Bridge Community Association Ltd**

Minutes of Trustees meeting, held on Thursday 24<sup>th</sup> June at Hebden Bridge Town Hall, 7.30pm – 9.30pm

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

1. Declarations of interest. Janet Battye declared an interest as a Calderdale councillor and council leader. Robin Dixon declared an interest as a Town Council councillor and current mayor.

2. The minutes of the meeting held on May 27<sup>th</sup> were approved.

Matters arising:

a) Office. It was agreed to use the room beside the ground floor ramp as a temporary office for the Association. It was agreed that, at this stage, we are unable to help Calderdale Children's services in their quest for further accommodation.

b) GALYIC. Trustees noted that (subject to legal negotiation) we are offering a five year lease, with six month termination on either side. GALYIC intend to move in next Tuesday.

c) Future Jobs placements. Trustees noted that interviews for the two placements (both 25 hrs/week) will take place shortly. The interview panels were agreed as Sue, Robin and Kate.

d) Governance issues. It was noted that some employment-related issues urgently needed attention.

### 3. Capital build

#### a) Business plan

The trustees noted and gave their support to the business model, as represented by the ten year financial projections and Business Plan guide previously circulated.

The trustees agreed that the planning application would be submitted on 12 July. The trustees agreed to submit the Community Builders application by July 23<sup>rd</sup> and the ERDF Full Business Plan as soon as possible, but no later than July 23<sup>rd</sup>.

The trustees agreed to actively research possible additional funding options.

b) Public briefing day. The trustees agreed to hold a public Briefing Day shortly after the planning application was submitted. This would be held on either July 17<sup>th</sup> or 24<sup>th</sup>, depending on architect availability.

#### 4. Building management

- a) The trustees noted that dry rot had been identified in the 1898 building stairwell, and that quotations were being sought from three companies.
  
- b) Kate advised trustees that draft terms and conditions for room bookings had been drafted. Comments should be given to her as soon as possible.
  
- c) Volunteers. The trustees noted that the afternoon briefing session for volunteers was due to take place the following day.

The meeting finished at 9.30pm, with remaining agenda items held over.