

HEBDEN BRIDGE COMMUNITY ASSOCIATION

**Minutes of Trustees meeting held on May 27<sup>th</sup> 2010**

- 1. Present:** Peter Hirst (Chair), Janet Battye (Minutes in AB's absence); Karen Houghton, Sara Robinson, Sue Fenton, Linda Patterson, Sarah Moss, Mike Smith. Kate Rae in attendance.

**Welcome** to Mike Smith as new Treasurer.

- 2. Apologies:** Andrew Bibby, Robin Dixon

- 3. Declarations of interest:**

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

- 4. Minutes of last meeting (April):** Agreed as a correct record

- 5. Matters arising:**

- **Telephone** now installed: number is 845261. It has an answerphone attached;
- **Volunteer** (Laura) has now started internship, doing Monday, Wednesday, Thursday 11 to 4pm

- 6. Action list checked:** see attached.

- 7. Building Management Committee: Trustees** noted that the Operations and Asset Transfer committees have now merged.

Outstanding work needs costing and it is important that this work is crosschecked with the Capital Build group to ensure that work is not being duplicated.

Booking system now in place: 25% deposit to be charged on booking and prompt invoicing.

System required for opening and closing building, including:

- Pool of people;
- Additional payment to be charged for weekend bookings
- Procedure for opening and closing to be emailed to Trustees

Tenancies now in place: GAYLIC; World on Doorstep; The Space Bar is taking over adjacent space. Noted that Children's Services are asking for extra space, possibly the room at the top of the ramp.

WoYD's tenancy is until end December 2010 (when building work programmed to start)

Trustees noted that the Management office is too small but that no other suitable space available.

Trustees discussed whether all necessary licences in place for the uses of the building . (music etc)

It was noted that there will be a shortfall on income this year if we do not meet our target on room bookings. The target was not met for the first month of operation. .

It was agreed that the Town Hall would be a Fairtrade Town Hall, and that fair trade products recognised by the Fairtrade Foundation would be used wherever possible.

Calderdale liaison meeting – JB to check and make sure regular meetings being booked.

**8. Capital Build group:** KH reported – Scheme developing well. noted by trustees:

- the programme (timetable) is tight
- English Heritage. Our architects are working on a submission, assisted by Jessica Sutcliffe;
- Environment Agency are concerned about flood risk. There are potentially several mitigation options for this;
- Disability access list worked up;
- Two funding sources still being pursued – ERDF – detailed Business Plan now being written; meeting with SIB shortly about Community Builders;
- Consultation to take place with neighbours
- Some public concerns about reduction in parking on site, though this is a minority view;
- Information session still required as Planning Application submitted.

**9. Finance:** The minutes of the finance committee from 19 May were noted. .

Agreed that RD should approve invoices for building work to confirm that it has been done satisfactorily.

Membership of existing Friends to be extended to end December 2011 but they will be invited to make a further donation and encouraged to sign Gift Aid so that we can claim tax back.

It was agreed that we would acquire Quickbooks software for accounts and invoices as matter of urgency.

New auditors to be appointed: Finance Committee to make selection and recommend to Trustees.

Concern about level of gas bill being investigated: potential significant shortfall.

The trustees resolved to appoint Mike Smith and Kate Rae as additional authorised signatories. The trustees resolved not to change any other aspect of the Association's banking arrangements.

The trustees noted that NatWest required the submission of a mandate. This was approved, and it was agreed that the following wording be included in the minutes of the meeting.

It was resolved that a banking relationship will be maintained with National Westminster Bank plc (the Bank) in accordance with this Mandate and that

- the individuals identified as Authorised Signatories may, in accordance with the Signing Rules

- sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit
- sign, accept or endorse bills of exchange
- request and give counter-indemnities for the issues of letters of Credit or Guarantees (including bonds, indemnities and undertakings)

- Authorised Signatories identified in the Signing Rules for unlimited amounts may, in accordance with the Signing Rules

- sign facility agreements for overdrafts or the issue of letters of credit or Guarantees
- sign agreements for BACS, Autopay, Bankline and other payment methods including electronic and internet-based systems

- any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products

- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions

- this Mandate will continue until the Customer gives the Bank a replacement mandate or the Customer passes a resolution changing the Signing Rules and/or adding or removing the Authorised Signatory by completing and returning the Changing of Signing Authority form in which case this Mandate will continue as amended.

A cheque limit of £250 would operate for Kate Rae.

**10. Governance Committee:** Noted list of KR's tasks.

Volunteer strategy and policy required: VAC and Square Chapel may be able to help.

Noted that 2<sup>nd</sup> volunteer may be available and 2 Future Jobs placements to start in June/July.

Other policies being developed including VISIBLE and Health check with DTA.

Awayday being planned for late June/early July.

**11. Stakeholders/communications group:** Next consultation session being planned.

**AOB:** LP trying to find portrait of Joseph Greenwood for the Committee room.

**Next meeting: Thursday 24<sup>th</sup> June: 7.30pm in the Town Hall**



