

Hebden Bridge Community Association Ltd

Minutes of Trustees meeting, held on Thursday 9th Sep 2010, Hebden Bridge
7.30pm – 9.30pm

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

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 July 22nd were approved.

Matters arising:

a) Pension. The trustees confirmed the urgency of establishing the pension scheme for employees. Peter Hirst agreed to notify our employees of the July trustee decision.

b) Code of conduct. This was deferred to the next trustee meeting. Karen Houghton agreed to circulate the draft code by email.

c) Tendering and contracting policy. Peter Hirst undertook to bring a draft policy to the next trustee meeting

3. Capital build

a) Potential funders

Andrew Bibby reported on the Community Builders panel meeting which he and Karen had attended on Sep 1st. An offer letter was awaited. He also reported on the meetings he and Peter had attended that day with Yorkshire Forward staff regarding our ERDF application.

b) Planning application.

Karen Houghton tabled a report on current work regarding the submitted planning application. It was noted that the town council by majority vote had supported the application.

c) Proposed meeting with creative and digital businesses.

It was agreed to postpone the meeting provisionally set for Sep 30, until after planning committee had met.

d) Necessary maintenance on existing building. It was agreed that Robin Dixon would liaise with our QS, in relation to Calderdale's list of maintenance work identified for the existing building.

e) A brief discussion on possible arrangements for the project management role during construction was held. The trustees asked the capital build committee to come back to the Board with recommendations

4. Building Management

The minutes of committee meetings on August 4 and August 18 were formally noted. Minutes of the latest meeting were not yet circulated.

- a) Volunteers. The Board agreed to adopt the Volunteer Policy as circulated. The Board also approved the Volunteer application form, reference form, exit form, volunteer assessment and problem solving forms. Sue Fenton was thanked by the Board for her work on this issue.
- b) Front kitchen. Robin Dixon undertook to research improvements to the kitchen. It was noted that this work would be best undertaken as part of the proposed capital build works next year.
- c) Purchase order systems. The current system was not working as well as it should. This item was referred to the Finance committee
- d) Use of computer. In the absence of the proposed policy paper, the Board were unable to discuss this and the item was deferred.
- e) Budget for casual support work in caretaking
The Board agreed a budget of £2000 for the period Sep 2010 – Mar 2011, to be used to provide assistant staffing support.
- f) Dry rot. Three quotes had now been received. The Board agreed to proceed immediately with this work. It was suggested that we request our professional advisers to oversee the work.
- g) User group meeting. Sara Robinson reported on the recent meeting which she and Karen had attended, together with Kate. She said the meeting had been well attended, with representatives of the town council, GALYIC, light opera society, The Space Bar and Calderdale council present. It was agreed that building health and safety procedures needed reviewing, and Sarah Moss undertook to progress this in conjunction with Kate. The next user group would be on November 12th.

5. Governance

- a) AGM. It was agreed to hold the Association AGM on Thursday November 25th.
- b) Trustee elections. It was agreed to ask the town clerk to oversee the elections once again. Andrew Bibby agreed to circulate a paper on procedures for the elections.
- c) Sub-committees. It was agreed to review the delegated powers given to committees. All committee chairs were asked to forward their draft terms of reference to Peter Hirst. It was confirmed that committees could coopt non-trustees as members.

6. Finance

- a) Year end. It was noted that our second financial year had just finished. Mike Smith advised the Board that he had begun to produce draft accounts. He would be proposing that the Board consider changing our accounting year end to the end of March.
- b) Current financial position. It was noted that the finance committee would be meeting the following day. A detailed report would be presented to the next Board meeting.
- c) Budget for 2011. It was noted that work needed to begin shortly in relation to next year's Budget.

7. Stakeholders and communications

Sara Robinson gave a verbal report. It was agreed that Sara be authorised to follow up potential research interest in our project from the AHRC. It was agreed that Peter Hirst would approach Joseph Rowntree Foundation and University of Warwick. He would also follow up the link developed with Charles Woodd (CLG).

8. Strategic response to likely local authority cuts

Andrew Bibby reported on the initial discussion at Hebden Bridge Partnership at the possible threats to public resources in the town, in the light of national government funding cuts. It was noted that the potential of an asset transfer of the Picture House into local hands was a distinct possibility. It was agreed to work closely with both the Partnership and the Town Council in this respect.

The meeting closed at 9.28pm