HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **WEDNESDAY 1st JUNE 2011**

MINUTES

PRESENT **Councillors; Davenport, Downs, Press, Trickett & Young.**

47. **ELECTION OF CHAIR**
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that Cllr Press be Chair of the Picture House committee for the Council year 2011/12.

48. **Apologies for Absence and any substitutions**
Cllr Fekri due to commitments with Calderdale MBC.

49. **Members` Interests relating to agenda items for this meeting.**
Cllr Trickett as a member of the Hebden Bridge Community Association.
Cllr Young as a member of the Calderdale MBC Safer & Stronger Scrutiny Committee.

50. **DESIGNATED POWERS**
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: to recommend to full council that designated powers for the Picture House Committee be set as:
To consider and make recommendations on all matters relating to the HB Picture House and incur expenditure within budget on:-

Governance	Finance
Management	Staffing

51. **INITIAL ASSET TRANSFER REQUEST**
The initial application was reviewed.
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: to note the application and await clarification on the following:
Availability of three years of accounts.
The potential threat from the new Halifax Multiplex.
Repairs identified in the Stock Condition and Compliance Reports.
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: to endorse the key principals, the partnership working and the future strategy as suggested.

52. LEGAL & PRACTICAL ARRANGEMENTS

It was moved by Cllr Trickett
Seconded by Cllr Young and
RESOLVED: that Hebden Royd Town Council, subject to appropriate financial figures from Calderdale MBC and satisfactory surveys of the Picture House building, apply to Calderdale MBC to become the freehold owner of the Hebden Bridge Picture House with a view to financing improvements via the Public Works Loan Board and that Hebden Royd Town Council continue to work with the established partners of the Picture House Group.

53. HEBDEN BRIDGE COMMUNITY ASSOCIATION

The committee discussed the proposal made by the Hebden Bridge Community Association.
It was moved by Cllr Press
Seconded by Cllr Trickett and
RESOLVED: that as in minute 52 Hebden Royd Town Council become freehold owner of the Hebden Bridge Picture House.

Meeting finished at 8.50pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **TUESDAY 28th JUNE 2011**

MINUTES

PRESENT **Councillors; Davenport, Downs, Fearon, Press, Trickett & Young.**

117. **Apologies for Absence and any substitutions**
Cllr Fekri due to CMBC commitments.

118. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 121 to 125 as a member of CMBC.

119. **To report on matters arising from minutes of meeting held 1st June 2011 not itemised on this agenda.**
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that as minute 52 did not include reference to CMBC resolving all disputes prior to transfer of the Picture House to Hebden Royd Town Council it should be confirmed that that principal has been agreed by the Picture House Committee.

120. **GOVERNANCE**
A lengthy discussion considered the various options with a clear feeling that the committee should not be too large and unmanageable. Picture House Committee members should only hold voting rights with others non voting.
It was moved by Cllr Fearon
Seconded by Cllr Trickett and
RESOLVED: that specialist advice be co-opted onto the committee.
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that the management committee be made up of 6 HRTC Picture House Committee members and HRTC Mayor (ex-officio) with voting rights along with 1 representative from the Hill Top Parishes, 2 elected members of the Friends Group/Users Group and 1 Specialist Advisor all without voting rights.

A strategy for re-launching the Friends of the Picture House to be presented at the next meeting.

Note – Cllr Trickett left the meeting.

121. **FINANCIAL POSITION OF THE PICTURE HOUSE**
Detailed financial records, provided by Calderdale MBC, for the previous 3 years of trading were presented and questions asked.

Highlighted areas of internal charges were discussed along with additional costings for staff.
It was moved by Cllr Press
Seconded by Cllr Fearon and
RESOLVED: that new staffing figures be prepared illustrating enhanced payments as contractually required to CMBC staff.

On the basis of the figures presented it was felt that a small profit was achievable when considering the many possible opportunities for cost control and profit maximisation.

It was moved by Cllr Press
Seconded by Cllr Downs and
RESOLVED: that an initial operating budget be prepared for the next meeting.

122. BUILDING FABRIC

Compliance reports provided by Calderdale MBC were reviewed with comments from Cllr Downs & Cllr Young that the reports were superficial and out of date and lacking in detail.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: that a independent survey and appraisal of the building be sort from a appropriately qualified agency with a initial report to be made available at the next meeting with possible costs of the investigation.

123. STAFFING

It was moved by Cllr Downs
Seconded by Cllr Davenport and
RESOLVED: that the staffing committee receive advance notice of potential new staff for Hebden Royd Town Council at their next meeting.

124. DIGITALISATION

A report prepared by Reel Solutions was considered looking at the three options available for digitalisation of the Picture House.
It was moved by Cllr Press
Seconded by Cllr Downs and
RESOLVED: that Hebden Royd Town Council show strong interest in the purchase of a Ex Digital Screen Network Projector with an intent for installing immediately following the transfer of the Picture House.

125. SPECIALIST ADVICE

Following discussion.
It was moved by Cllr Press
Seconded by Cllr Young and

RESOLVED: that Reel Solutions be approached to provide professional advice to support the transfer of the Picture House through to hand over in April 2012.

126. DATE OF NEXT MEETING

Monday 11th July 2011 at 7.30pm in the Greenwood Room.

Meeting ended at 8.50pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MON 11th JULY 2011**

MINUTES

PRESENT **Councillors; Davenport, Fearon, Fekri (from minute 152), Press, Trickett & Young.**

plus Bill Lawrence and three members of Hebden Bridge Picture House Staff (J. Courtney, N. Rolfe & L. North)

148. **Apologies for Absence and any substitutions**
Cllr Fekri due to CMBC commitments.

149. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 151 to 156 as a member of CMBC.

150. **To report on matters arising from minutes of meeting held 28th June 2011 not itemised on this agenda.**
None were noted.

724. **GOVERNANCE**
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: to confirm that the Picture House Committee act as the management committee to the Hebden Bridge Picture House with the make up of the committee to be as follows
6 members of the Picture House Committee - voting
1 HRTC Mayor ex-officio – voting
1 member of the Hill Top Parishes – non voting
2 Friends of the Picture House – non voting
2 members of staff – non voting
1 Industry Specialist – non voting
In addition that as per minute 136 the make up of the committee will be reviewed following transfer.

Note – Cllr Fekri entered the meeting.

725. **FRIENDS OF THE PICTURE HOUSE**
A report was presented by the Town Clerk and endorsed by Cllr Young.
It was moved by Cllr Press
Seconded by Cllr Trickett and
RESOLVED: that the following actions were taken:
a) A press release prepared and distributed locally and regionally as well as on websites asking for individuals to become 'friends'.

b) Distribute the information electronically and in the Picture House and the Town Hall.
c) Make available £250.00 for the production of publicity materials.
d) Enrol members of the 'Picture This' scheme and those who have provided information already.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: that a meeting be planned for the 22nd September to form a committee of the friends with nominations to be received 3 weeks prior to the meeting and be voted for on the night. This meeting will include a brief update followed by the elections. The Friends Group to be based upon the previously used constitution.

726. FINANCES

A initial budget was presented with concerns again being raised regarding building costs and enhanced payments to staff.
It was moved by Cllr Press
Seconded by Cllr Trickett and
RESOLVED: to continue to develop the budget.

727. BUILDING FABRIC

It was confirmed that surveyors were due to visit the building on Friday 15th July to consider the conditions report.

728. STAFFING

It was confirmed that an initial meeting had been held with the staff of the Picture House which was well attended. The response appeared to be good with staff invited to attend the committee meetings. Mention was made of a CMBC Staff meeting on the 21st July and it would be discussed with CMBC if it appropriate for HRTC to attend.

729. SPECIALIST ADVICE

Bill Lawrence outlined his knowledge of the Picture House dating back to 1997. The specialist industry knowledge and the continuity that he would bring because of his long standing relationship with the Picture House. Involvement would be up until transfer so as not to conflict with his day to day role as a booker and programmer.

730. DATE OF NEXT MEETING

2nd August 2011 at 7.30pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **TUESDAY 16th AUGUST 2011**

MINUTES

PRESENT **Councillors; Davenport, Downs, Fearon, Fekri, Sweeney, Trickett & Young (Chair from 227).**

Also present: Bill Lawrence, Liz North & Jo Claessen.

Clerk – Jason Boom – Hebden Royd Town Council.

226. ELECTION OF DEPUTY CHAIR

It was moved by Cllr Fekri
Seconded by Cllr Trickett and
RESOLVED: that Cllr Davenport be nominated to be Deputy Chair of the Picture House committee for the Council year 2011/12.
It was moved by Cllr Sweeney
Seconded by Cllr Fearon and
RESOLVED: that Cllr Young be nominated to be Deputy Chair of the Picture House Committee for the Council year 2011/12.

Following a vote 3 to 2 Cllr Young was elected as Deputy Chair of the Picture House committee for the council year 2011/12.

227. Apologies for Absence and any substitutions

Cllr Press with Cllr Sweeney acting as a substitute.

228. Members` Interests relating to agenda items for this meeting.

Cllr Young as a member of the Calderdale MBC Safer & Stronger Scrutiny Committee.

229. MATTERS ARISING

It was confirmed that as per minute 151 the Hill Top Parishes had been invited to send a representative to this committee.
It was confirmed that as per minute 155 an initial meeting with Employment Lawyers had been held.

230. FRIENDS OF THE PICTURE HOUSE

The planned relaunch had been undertaken but with poor results. It was felt the summer holidays, the already heavy take up via the public meeting and the 'Picture This' scheme membership were primary reasons. The launch was also affected by the negative publicity received regarding the Picture House process on the same day as the Friends relaunch.
It was confirmed that CMBC had been unable to release the details of the 'Picture This' membership as a result of Data Protection

Legislation but new attempts via the Picture House programme were being made to encourage the membership to 'opt in' and release their details to the Friends.
Efforts would be continuing to expand this membership.

231. BUILDING FABRIC

Reports were presented on the Structural, Electrical & Mechanical state of the Picture House.
Cllr Yong commented that these reports were for use in the future but that it appeared the building was in a reasonable state of repair.

A CMBC Energy Efficiency report was presented. It was commented that the Picture House stood in the top 4 of properties in CMBC portfolio.

232. FINANCES

A updated budget was presented.
It was highlighted that the certain costs have been confirmed, these included Rates, Water Rates, Insurance (Buildings, Contents & Public Liability) and that work was ongoing to secure further accurate costings.
The meeting was advised that costing for the brochure had been finalised that day and a discussion followed relating to press listings.
It was moved by Cllr Trickett
Seconded by Cllr Davenport and
RESOLVED: to note the information and to continue developing the budget.

233. CAPITAL PROJECTS

A proposed list of capital projects was presented and discussed.
It was moved by Cllr Trickett
Seconded by Cllr Downs and
RESOLVED: to cost the projects individually.
Discussion followed regarding the possible need for a 35mm projection unit and a units availability at the Bradford Media Museum.

234. FUTURE BOOKING

A request from the Hebden Bridge Blues Festival was presented.
Following a discussion
It was moved by Cllr Fekri
Seconded by Cllr Trickett and
RESOLVED: that the applicant be advised that at present HRTC are unable to accept bookings but will enter into discussion with CMBC to secure a understanding where these important events can be held at the Picture House.

235. DATE OF NEXT MEETING

Monday 26th September at 7.30pm.

Meeting finished at 8.43pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 26th SEPTEMBER 2011**

MINUTES

PRESENT **Councillors; Young (Chair), Baker, Davenport, Fearon, Sweeney & Talbot.**

Also present – Fiona Gibbon – Erringdon Parish Council, Aban Quaynor & Jo Claessen.

Clerk – Jason Boom - Hebden Royd Town Council.

327. **Apologies for Absence and any substitutions**
Cllr Press, Cllr Downs and Cllr Fekri with Cllr Sweeney, Cllr Talbot and Cllr Baker acting as substitutes.

328. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 330 to 335 as a member of CMBC Safer & Stronger Scrutiny Panel..

329. **To report on matters arising from minutes of meeting held 16th August 2011 not itemised on this agenda.**
It was confirmed that discussions had taken place with CMBC regarding advance bookings of events and that HRTC had agreed to honour bookings taken by CMBC should a transfer be completed.

330. **FINANCE**
The committee was advised of two alterations to the proposed budget, a confirmation of the costs of programme production and an increase to the cleaning costs of the building.
Cllr Talbot suggested the capitalization of the maintenance budget to improve the profitability of the Picture House.

Note: Cllr Fearon arrived.

331. **CONSULTATION**
A proposal for consultation was presented and a discussion followed. Discussion involved the need for a scale to measure the importance of the response and the needs of the process to be transparent.
The meeting was reminded of the clear mandate from the initial public meeting that there was a desire for a democratically elected body to manage the cinema.
The meeting was reminded of the need for users outside of the area to be consulted and it was agreed that the best way to reach these individuals would be to extend the period of representation at the Picture House.

It was moved by Cllr Sweeney
Seconded by Cllr Young and
RESOLVED: to recommend the consultation in its proposed format.
It was moved by Cllr Baker
Seconded by Cllr Young and
RESOLVED: to recommend extending the period of consultation to the end of October.

332. FRIENDS OF THE PICTURE HOUSE

A lengthy discussion followed.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: to recommend arranging a meeting for the formal creation of a Friends of the Picture House committee on the 15th November. The meeting to include a short report on progress, including the consultation, but to focus on the adoption of a constitution and the creation of a committee.

333. CAPITAL PROJECTS

Little progress had been made on the capital projects but a number of enquiries had submitted and meetings held. It was confirmed that plans were expected for the toilet and rear of the auditorium.

334. BUSINESS PLAN

An initial draft is being developed and will be circulated upon completion.
It was moved by Cllr Baker
Seconded by Cllr Talbot and
RESOLVED: to recommend an approach to CMBC for contributions to repairs to the fabric of the building prior to transfer.

335. STAFFING

It was moved by Cllr Young
Seconded by Cllr Baker and
RESOLVED: to recommend that the Hebden Royd Town Council Staffing Committee initiate discussions with identified staff at the Picture House regarding contracts of employment and terms and conditions once advice had been received from employment lawyers.

336. DATE OF NEXT MEETINGS

It was moved by Cllr Young
Seconded by Cllr Sweeney and
RESOLVED: to recommend that the meeting dates as suggested be agreed (24/10/11, 21/11/11 & 12/12/11).

Meeting finished 8.55pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 24th OCTOBER 2011**

MINUTES

PRESENT **Councillors; Press(Chair) Davenport, Downs, Fearon, Trickett & Young.**

Also present – Fiona Gibbon – Erringdon Parish Council, Bill Lawrence & Liz North.

Clerk – Jason Boom - Hebden Royd Town Council.

390. **Apologies for Absence and any substitutions**
Cllr Fekri.

391. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 393 to 398 as a member of CMBC Safer & Stronger Scrutiny Panel..

392. **To report on matters arising from minutes of meeting held 26th September 2011 not itemised on this agenda.**
None were noted.

393. **FINANCE**
The committee was advised of alterations to the staffing section of the budget.
It was noted that technical support (usually provided by CMBC) was not included.
It was also confirmed that concern had been raised relating to the lease hold of one of the units and the state of repair of the unit. It was confirmed that enquiries had been made to Sian Rogers and Gary Borrows of CMBC.

394. **COMMUNITY CONSULTATION**
Cllr Press thanked all who had taken part in this already successful consultation process. The survey, due to close on the 30th October had provided a clear mandate for Hebden Royd Town Council to take on the responsibility of the Picture House. Improvements to the Picture House had provided useful information and would effect the capital programme. Over 500 people had indicated a desire to become a 'Friend of The Picture House'.
Final results are to be awaited and then circulated.

395. FRIENDS OF THE PICTURE HOUSE

A paper was presented to the committee outlining the formation of a Friends of the Picture House Committee.
It was moved by Cllr Press
Seconded by Cllr Young and
RESOLVED: to endorse the paper and carry out the programme as outlined.

Note: Cllr Fearon arrived.

396. DIGITALISATION

Bill Lawrence clarified that latest evidence suggested that payback for digital projection through a digital print scheme could take up to 15 years to be achieved.
A discussion relating to 3D and the streaming of live events took place. It was clarified that if 3D was not an option for now consideration must be given to it for future installation when considering the digital installation.
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: to obtain quotes for installation of digital projection units as soon as practical.

397. BUSINESS PLAN

It was confirmed that the business plan would be circulated to members and alterations requested prior to the next meeting.

398. STAFFING

No further information had been received.

399. DATE OF NEXT MEETING

Monday 21st November 2011.

Meeting finished 8.35pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **TUESDAY 22nd NOVEMBER 2011**

MINUTES

PRESENT **Councillors; Press (Chair), Baker, Davenport, Downs, Sweeney, Trickett & Young.**

Also present – Nigel Royle & Bill Lawrence.

Clerk – Jason Boom - Hebden Royd Town Council.

442. **Apologies for Absence and any substitutions**
Cllr Fekri and Cllr Fearon with Cllr Baker and Cllr Sweeney acting as substitutes.

443. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minute 450 as a member of CMBC Safer & Stronger Scrutiny Panel.

Note – Cllr Baker Arrived

444. **To report on matters arising from minutes of meeting held 24th October 2011 not itemised on this agenda.**
None were noted.

445. **FINANCE**
It was confirmed that the proposed budget had not been altered since the last meeting.
It was moved by Cllr Young
Seconded by Cllr Sweeney and
RESOLVED: to note the information.

446. **COMMUNITY CONSULTATION**
The Clerk informed the meeting of the final findings of the consultation. Highlighted areas being the strong mandate for Hebden Royd Town Council to take responsibility for the Picture House and the impressive membership numbers of the Friends of the Picture House now established through this consultation.
Both Cllr Press and Cllr Trickett thanked all those involved.

447. **FRIENDS OF THE PICTURE HOUSE**
The Clerk confirmed the plan to establish the Friends as agreed at the last meeting had been implemented. Nominations had been asked for and received for committee membership and a electronic election was currently underway. The open meeting had been set for the 1st December 2011 and would be chaired by Robin Dixon which would

give an opportunity for 2 further committee members to be elected. Members of that Friends of the Picture House committee would be in attendance at the next Picture House Committee meeting of the 12th December 2011.

448. BUSINESS PLAN

Cllr Young commented on the quality of the document as being excellent and thanked all those involved including the staff at the Picture House. Cllr Trickett endorsed those thanks.
Following a discussion.
It was moved by Cllr Baker
Seconded by Cllr Trickett and
RESOLVED: to not add a section into the submission that outlined a final option for the Town Council should the business fail.
Following further discussion.
It was moved by Cllr Trickett
Seconded by Cllr Young and
RESOLVED: to include the following amendments to the business plan submission –

a) Update section 2 to highlight reaccreditation as a Quality Parish Council.
b) To provide totals for proposed capital works to the table on page 25.
c) To order capital project items in priority.
d) To alter organisational chart to illustrate Picture House Committee feeding recommendations to full council.
e) To add in the final section that CMBC provide 'All documentation and (statutory) certification and it be passed to HRTC one month prior to handover'.
f) To add to seek resolution to the items raised in the Health & Safety Audit completed on 21st November 2011.

449. CAPITAL PROJECTS

It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: to develop with Bill Lawrence a schedule of milestones over 12 and 24 months for the project along with a schedule for handover.

450. STAFFING

No further information has been received but it is expected that the Staffing Committee will discuss this at their next meeting on the 14th December.

451. BUDGET SETTING

After lengthy discussion.
It was moved by Cllr Press
Seconded by Cllr Downs and

RESOLVED: to submit a request to Strategy & Review for an allocation of £81,032 for capital works at the Hebden Bridge Picture House in 2012/13.

Cllr Trickett stated and asked that it be noted that his personal preference for the funding of this request be via a capital loan.

452. DATE OF NEXT MEETINGS

A list of meeting dates were circulated by the Clerk.
It was moved by Cllr Press
Seconded by Cllr Downs and
RESOLVED: to recommend the list to full council.

Meeting finished 8.25pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 12th DECEMBER 2011**

MINUTES

PRESENT **Councillors; Press (Chair), Davenport, Downs, Sweeney & Young.**

Also present – Liz North, Rebekah Fozzard, Jen Skinner & Duncan Watson plus 2 members of the public.

Clerk – Jason Boom (Hebden Royd Town Council).

500. **Apologies for Absence and any substitutions**
Cllr Fekri due to CMBC commitments and Cllr Fearon with Cllr Sweeney acting as substitute.

501. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minute 505 as a member of Calderdale MBC.

502. **To report on matters arising from minutes of meeting held 22nd November 2011 not itemised on this agenda.**
None were noted.

503. **FRIENDS OF THE PICTURE HOUSE**
The clerk reported on the election of 11 members to the Friends of the Picture House committee and the public meeting on the 1st December 2011 at Riverside School. Unfortunately 1 member of the committee has had to step down due to work commitments. The clerk reported that the Friends of the Picture House Committee had met and as a consequence 3 members were at the meeting. It was confirmed that in future 2 members of the Friends of the Picture House Committee would attend Picture House Committee meetings.

504. **PICTURE HOUSE CONSULTATION**
An Analysis of Qualitative Responses to the Hebden Bridge Picture House Survey was circulated.

505. **CALDERDALE MBC RESPONSE TO HEBDEN ROYD TOWN COUNCIL SUBMISSION FOR THE ASSET TRANSFER OF THE HEBDEN BRIDGE PICTURE HOUSE.**
The Clerk advised that he had met with Calderdale MBC Officer Sian Rogers and Community Head of Service Robin Tuddenham on the 9th December 2011 where issues relating to the submission had been discussed.

Initially Calderdale MBC had questioned Hebden Royd Town Councils right to precept to meet the proposed capital programme, this had however since been withdrawn by CMBC and confirmed following advice from Yorkshire Local Council Association to Hebden Royd Town Council.

The Clerk confirmed that he had provide CMBC with:

- outline scenarios of likely solutions for financing the planned capital works.
- confirmation of Public Liability quotes from Zurich.
- 3 years of Hebden Royd Town Council accounts.

Further discussions agreed the following:

Outstanding issues as identified by HRTC in their submission:

- Risk Assessments - Agreed CMBC to complete prior to any transfer.
- Physical works - CMBC will costs these out and negotiate following any decision to transfer as part of lease negotiations.

However agreed the following:

- Stage wiring - HRTC accept that this needs to be addressed by HRTC following any transfer as will need detailed assessment.
- Fire door for upstairs auditorium - CMBC to check costs and confirm how will be resolved following decision to transfer.
- Remedial works to Unit 1 - Hedgehogs - CMBC to assess condition when lease resolved and then discuss with HRTC as part of any lease negotiations.
- Obsolete fire reels - Agreed that CMBC will remove as soon as possible.

Lease arrangements with Units -

- Unit 1 – it was confirmed that the dispute with the leaseholder is currently with Legal Services. CMBC will work on resolving this so that the lease has been surrendered prior to any transfer to HRTC. Once this has been resolved CMBC will assess the condition of the unit prior to discussions as part of negotiations of the transfer.
- Unit 2 - Confirmed that the arrangement is a 3 year lease - currently expired and being held over until transfer confirmed and does include whip aerial.

- Sanitary Station - lease to Rochdale Canal Trust on peppercorn rent. CMBC would like to transfer this arrangement intact as part of any wider transfer of the Picture House.

- Arrangement regarding bin store with Butlers Wharf residents is not formalised.

Robin Tuddenham confirmed that CMBC are aiming for a Cabinet decision on 9th January 2012 and will notify HRTC formally of the decision date regarding the transfer following CMBC Agenda Setting on 19th December 2011.

Robin Tuddenham asked the Clerk to provide additional information about why HRTC would prefer a freehold transfer. Robin Tuddenham indicated that CMBC Cabinet would be asked to make the final decision on leasehold/freehold transfer.

The Clerk circulated a list of reasons outlining Hebden Royd Town Councils preferred freehold transfer. The meeting endorsed these with the addition of ease for sub tenants leases/licenses to be altered and granted as required.

Finally, Robin Tuddenden asked Hebden Royd Town Council to consider a communications strategy if transfer approved.

506. CAPITAL PROGRAMME

It was confirmed by the Clerk that a request for £81,032 for capital funding had been submitted to the Strategy & Review Committee who would be preparing a final budget recommendation on the 4th January 2012 for consideration and decision by Full Council on the 11th January 2012.

507. MILESTONES

A initial list of mile stones was circulated. Comments were received regarding opening night and the screenings that were possible should a transfer be agreed. At this point it was raised by Duncan Watson that depreciation of assets should be considered, therefore incurring costs over the life time of the asset. The Clerk advised he would seek guidance on this issue and report back at the next meeting.

508. DATE OF NEXT MEETING

It was confirmed the next meeting would be on the 16th January 2012.

Meeting finished at 8.05pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 16th JANUARY 2012**

MINUTES

PRESENT Councillors; Press (Chair) Davenport, Fearon & Young.

Also present – Fiona Gibbon (Erringdon Parish Council), Liz North, Bill Lawrence, Rebekah Fozzard & Jen Skinner plus 1 members of the public.

Clerk – Jason Boom (Hebden Royd Town Council).

563. Apologies for Absence and any substitutions
Cllr Trickett.

564. Members` Interests relating to agenda items for this meeting.
Cllr Young – Minutes 567 as a member of CMBC.

565. To report on matters arising from minutes of meeting held 12th December 2011 not itemised on this agenda.
Bill Lawrence asked that his apologies be noted at the last meeting.
The Clerk reported that no guidance as yet had been forthcoming regarding depreciation of Picture House Assets as yet with enquiries made to YLCA and Yorkshire Internal Audit.

566. FRIENDS OF THE PICTURE HOUSE
It was confirmed that Rebekah Fozzard and Jen Skinner had been formally elected as the representatives of the Friends of the Picture House.
They described the process they hoped the group would go through in the next few months, firming up a constitution and developing a link between the users and the management.
A discussion followed which illustrated the desire for the group to be fully involved with the Picture House committee.

567. CALDERDALE CABINET DECISION
It was reported by the Clerk that Calderdale MBC Cabinet had taken the decision on the 9th January 2012 to transfer the Hebden bridge Picture House to Hebden Royd Town Council.

The terms as follows:

1. Approve the transfer of the Hebden Bridge Picture House on a 125 year lease at nil consideration to Hebden Royd Town Council, subject to the necessary procedures being followed and consents being obtained.

2. Delegate to the Director of Communities (in consultation with the Cabinet Member for Communities, Director of Economy and Environment, the Head of Democratic and Partnership Services and the Head of Human Resources) authority to complete a transfer agreement with Hebden Royd Town Council including conducting TUPE negotiation of affected staff.

3. Delegate to the Directors of Communities and Economy and Environment (in consultation with the relevant Cabinet Members, and the Head of Democratic and Partnership Services) authority to develop a management agreement for the operation of the Picture House which will ensure it continues to be operated to agreed standards and principles (as set out in the management agreement) and that it is run primarily as a cinema for the benefit of the entire community.

568. BUDGET

It was confirmed by the Clerk that the Picture House Committee had been allocated £81,032 for capital projects as outlined previously in the 2012/13 budget.
A discussion followed regarding preferential rates for use for Hebden Royd residents.

569. PICTURE HOUSE MANAGER

The process of recruitment was outlined by the Clerk.
It was moved by Cllr Young
Seconded by Cllr Press and
RESOLVED: to initiate the development of a Job Description and a Person Specification by the Town Clerk with advice from Bill Lawrence. This to be prepared for the next meeting on the 30th January. The Staffing Committee is also to be approached to bring forward the date of their next meeting.

570. CAPITAL PROJECTS

It was moved by Cllr Young
Seconded by Cllr Press and
RESOLVED: to develop tender documents for Digitalisation and Toilet Refurbishments and to report back at the next meeting on the 30th January.

571. WEBSITE AND SOCIAL MEDIA

It was moved by Cllr Press
Seconded by Cllr Young and
RESOLVED: to ascertain the domain names to pass with the transfer from CMBC and to also approach those who have expressed an interest in developing a website through the Friends of the Picture House.

572. OPENING EVENTS

Following a lengthy discussion it was agreed that the Programmer should be responsible for the programming of a Opening Gala Evening, a series of Hebden Fridge Favourites and to develop a

programme/festival to coincide with the digitalisation of the Picture House once digitalisation is complete.

573. STANDING ORDERS

The Clerk corrected the agenda item which should have read 'Delegated Powers'.

After explanation and discussion.
It was moved by Cllr Young
Seconded by Cllr Press and
RESOLVED: to ask the Clerk to prepare updated Delegated Power to the next meeting on the 30th January 2012 for consideration.

574. MILESTONES

The Clerk was asked to collate staffing information to develop a time table for TUPE transfer of staff and to identify an appropriate date for a Gala Screening to mark the transfer.

575. DATE OF NEXT MEETING

Monday 30th January 2012.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 30th JANUARY 2012**

MINUTES

PRESENT **Councillors; Press(Chair) Davenport, Downs, Fearon & Young.**

Also present – Rebekah Fozard & Liz North.

Clerk – Jason Boom - Hebden Royd Town Council.

643. **Apologies for Absence and any substitutions**
Cllr Fekri, Jen Skinner & Bill Lawrence.

644. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 586 as a member of CMBC Safer & Stronger Scrutiny Panel..

645. **To report on matters arising from minutes of meeting held 16th January 2012 not itemised on this agenda.**
None were noted.

591. **FRIENDS OF THE PICTURE HOUSE**
Rebekah Fozard reported that the Friends continue to meet and that at the most recent meeting a draft constitution had been developed to take to a members meeting for adoption. The Friends are also due to discuss their role at the opening event when a date is set. A request was received for the Friends to use the Picture House as the venue for their first meeting with the meeting lasting 1 hour to be followed by a film. The programmer had been contacted. The Friends had also made a request regarding the use of the membership list that HRTC hold, a request to the Information Commissioners Office had been made.

592. **PICTURE HOUSE STAFF**
The clerk, following a meeting with CMBC Human Resources and UNISON gave an overview of the current position regarding staff. He outlined staff removed from the initial list as not part of the service and the addition of those that were viewed to be part of the service. The clerk highlighted issues with continuous service, additional hours and staff due permanent contracts. The clerk advised the meeting that this would be discussed in full at the Staffing Committee meeting on the 7th February.

593. PICTURE HOUSE MANAGER

A job description and person specification was circulated and discussed. The meeting was advised that the post was being re-graded.
It was moved by Cllr Press
Seconded by Cllr Davenport and
RESOLVED: to recommend that the staffing committee consider raising the academic requirements and the criteria relating to 'experience' to reflect the broad range of duties and responsibilities that the post holder will have.

594. CAPITAL PROJECTS

The clerk advised that meetings had been held with staff and industry experts to develop a specification. Technical advice had made this difficult but the specification was being developed. The toilet refurbishment was progressing well with a specification expected by the next meeting.

595. WEBSITE AND SOCIAL MEDIA

The clerk advised that CMBC would be unable to transfer the current web addresses attached to the Picture House but that they were happy to redirect to a new website and from the CMBC website as soon as requested. The clerk circulated a specification for the website.
It was moved by Cllr Downs
Seconded by Cllr Davenport and
RESOLVED: to recommend purchase of hebdenbridgepicturehouse.co.uk.
It was moved by Cllr Press
Seconded by Cllr Davenport and
RESOLVED: to recommend the circulation of the specification to potential suppliers for return by 10th February and for consideration at the next meeting on the 20th February.

596. OPENING EVENT

Cllr Young advised the meeting of the decision of the last meeting to allow the programmer to schedule events.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: to recommend that the opening gala evening be the 22nd April 2012.
It was moved by Cllr Downs
Seconded by Cllr Davenport and
RESOLVED: to recommend that the week following the opening gala includes screenings of the Picture House favourites as voted for by the Picture House users and a live event if possible.

597. DELEGATED POWERS

It was moved by Cllr Press
Seconded by Cllr Downs and
RESOLVED: to recommend the alteration of delegated powers to reflect the need for swift and clear decision making by the Picture House Committee. The recommended wording be as follows:

Picture House
To consider and make recommendations on matters relating to the HB Picture House on:-
Governance Staffing
To decide on and incur expenditure within budget on:-
Day to day management, programming, repairs, renovations and renewals.

The delegated powers current stand as:

Picture House
To consider and make recommendations on all matters relating to the HB Picture House and incur expenditure within budget on:-
Governance Finance
Management Staffing

598. MILESTONES

These were not presented.

599. FIXED ASSETS

The clerk outlined, in response to questions from The Friends of the Picture House, guidance received from YLCA and Yorkshire Internal Audit. The Practitioners Guide for Local Authorities clearly outlines that parish councils with a turnover less that £1,000,000 do not have to depreciate fixed assets. However they must be mindful of making a annual provision for replacement of fixed assets by the creation of earmarked funds.

600. DATE OF NEXT MEETING

The date was confirmed as Monday 20th February 2012 with a later start of 7.45pm.

Meeting Finished at 8.35pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 20th FEBRUARY 2012**

MINUTES

PRESENT **Councillors; Press(Chair) Davenport, Downs, Fearon & Young.**

Also present – Fiona Gibbon, Rebekah Fozard, Bill Lawrence, Liz North & Jen Skinner.

Clerk – Jason Boom - Hebden Royd Town Council.

643. **Apologies for Absence and any substitutions**
None were received.

644. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 648 as a member of CMBC Safer & Stronger Scrutiny Panel..

645. **To report on matters arising from minutes of meeting held 30th January 2012 not itemised on this agenda.**
None were noted.

646. **FRIENDS OF THE PICTURE HOUSE**
The next meeting of the friends is due on the 27th February with the finalised constitution due to be considered.

647. **PICTURE HOUSE MANAGER POST**
The clerk advised that TUPE regulations appear to affect this vacant post and that advice had been received that should the recruitment start before transfer CMBC should undertake the process. This would leave recruitment under the terms of CMBC policies.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: to recommend that the recruitment process only be progressed should clear advice be received allowing HRTC to control the recruitment otherwise initiate the process immediately following transfer.

648. **PICTURE HOUSE STAFF**
The clerk outlined the offer given to the Picture House Staff following the initial consultation meeting.
Liz North indicated that staff continue to be unsettled by the process.
It was moved by Cllr Young
Seconded by Cllr Downs and

RESOLVED: to write to all staff inviting them to nominate four members of staff to attend the staffing committee meeting on Wednesday 29th February to ask questions of the council.

649. WEBSITE

The committee considered the applications to provide a website for the Picture House against the criteria provided.
It was moved by Cllr Young
Seconded by Cllr Press and
RESOLVED: to invite the successful applicant into discussions to provide the website.

650. LICENSING

The clerk outlined the licenses required for operating the Picture House. These include the Premises License, Performing Rights Society, PPL and the requirement for a Designated Premises Supervisor for liquor sales.
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that the clerk undertake appropriate training to qualify as the DPS.

651. PICTURE HOUSE LEASE

The heads of terms were reviewed.
It was moved by Cllr Young
Seconded by Cllr Davenport and
RESOLVED: to apply for Discretionary Rate Relief as soon as possible.
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: to provide the following comments to CMBC regarding the Heads of Terms:

Repairing Responsibilities:
Tenant to be responsible for keeping the premises in no worse state of repair than it is at the date of lease (as evidenced by photographic schedule of condition to be prepared by HRTC).

Insurance:
If HRTC uses CMBC insurance, HRTC to have rights to liaise directly with their insurers.

Alterations:
Consent not to be unreasonably withheld or delayed.
Only require consent of CMBC for structural alterations (not for minor or internal alterations).
No reinstating obligations, we will resist an automatic reinstatement clause in the lease upon surrender. Reinstatement after 125 years is unrealistic.

652. JOINT WORKING AGREEMENT

Advice was received that CMBC are reconsidering the document.
It was moved by Cllr Downs
Seconded by Cllr Young and
RESOLVED: that HRTC await updated version before commenting.

653. OPENING EVENT(S)

Plans were discussed for the 22nd April along with other dates.
It was moved by Cllr Young
Seconded by Cllr Press and
RESOLVED: that the HRTC Neighbourhood Manager, liaising with the committee, arrange the Gala evening on the 22nd April 2012.

The committee was informed that the short list for Hebden Favourite film had been finalised and that a public vote was now underway.

654. DATE OF NEXT MEETING

Monday 19th March 2012 7.30pm in the Greenwood Room.

Meeting finished at 7.45pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 19th MARCH 2012**

MINUTES

PRESENT **Councillors; Press(Chair) Davenport, Downs, Sweeney & Young.**

Also present – Fiona Gibbon, Rebekah Fozard, Jo Claessen & Duncan Watson.

Clerk – Jason Boom - Hebden Royd Town Council.

762. **Apologies for Absence and any substitutions**
Cllr Fekri due to CMBC commitments and Cllr Fearon with Cllr Sweeney acting as substitute.

763. **Members` Interests relating to agenda items for this meeting.**
Cllr Young – Minutes 725 & 726 as a member of CMBC Safer & Stronger Scrutiny Panel..

764. **To report on matters arising from minutes of meeting held 20th February 2012 not itemised on this agenda.**
None were noted.

724. **FRIENDS OF THE PICTURE HOUSE**
Rebekah Fozard reported that the committee had agreed a constitution to be put to members at a members meeting on the 3rd May at the Picture House.
Forms were being prepared for the Gala evening to identify new members and to collate a data base of skills. The Friends are to hold a quiz at the Gala evening to raise money for equipment for the Picture House where they should have a log and a banner to highlight them. Research is being undertaken to see how other support groups operate.

725. **PICTURE HOUSE ADMINISTRATION**
The Clerk reported that initial meetings had taken place with further work needed.

726. **PICTURE HOUSE STAFF**
CMBC have yet to formally confirm the make up of staff to be transferred with the Picture House and staff are yet to be advised of offers of additional hours or a change in status. Issues remain unresolved with CMBC and staff and formal grievances have now been filled by the GMB on behalf of their members. A final schedule of staff and their conditions of employment is still awaited.

727. WEBSITE

The Clerk reported that listings are now live on the website and that art work, photographs and copy have been provided to the developer.

728. LICENSING

The Clerk reported on successfully achieving the appropriate qualifications to apply for a personal licence and consequently taking the role of the DPS. Qualifications are awaited and a CRB check have been applied for to complete the application.

729. OPENING EVENT(S)

It was confirmed that the Bradford International Film Festival would be supporting the Gala evening on the 22nd April with Fanny & Elvis being screened. The writer has been confirmed as attending and along with the Mayors of Hebden Royd & Calderdale will introduce the film. The Hebden Bridge Brass Band will welcome customers with songs from the movies. Refreshments will be available for all with free drinks, popcorn and cakes available. The Friends of the Picture House will host a quiz and help to decorate the Picture House for the evening.

730. PICTURE HOUSE LEASE/JOINT WORKING AGREEMENT/BUSINESS TRANSFER AGREEMENT

To complete the documents a schedule of condition report needs to be prepared to ensure the condition of the facility is recorded accurately for all parties involved.
It was moved by Cllr Young
Seconded by Cllr Trickett and
RESOLVED: that a schedule of condition report be commissioned at a cost of £950.00 with DP Squared.
The Clerk confirmed the need for an extraordinary meeting of the town council to confirm the legal agreements were all in place and to proceed. This had been set for Wednesday 28th March at 7.30pm. CMBC have been advised for the need for all the paperwork to be returned to the Town Council by Wednesday 21st March to allow the documents to be circulated as per the current legislation.

Cllr Young thanked the officers of Hebden Royd Town Council and the staff at the Hebden Bridge Picture House for assisting with the process of transfer. The vote of thanks was endorsed by Cllr Trickett.

731. DATE OF NEXT MEETING

The next meeting was confirmed as Monday 16th April 2012 7.30pm in the Greenwood Room.

Meeting finished at 8.08pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 16th APRIL 2012**

MINUTES

PRESENT **Councillors; Press(Chair) Davenport, Downs & Young.**

Also present – Rebekah Fozard & Duncan Watson.

Clerk – Jason Boom - Hebden Royd Town Council.

762. **Apologies for Absence and any substitutions**
Cllr Fekri, Fearon & Trickett along with Liz North & Jo Claessen.

763. **Members` Interests relating to agenda items for this meeting.**
None were declared at this time.

764. **To report on matters arising from minutes of meeting held 19th March 2012 not itemised on this agenda.**
The Clerk reported that he had secured a Personal License and that he was due to meet with CMBC Licensing to apply for a variation on the Premises Licence of the Picture House to enable transfer to HRTC.

765. **PICTURE HOUSE HANDOVER**
The Clerk reported that he had met with Sian Rogers of CMBC for a debrief on the transfer following its conclusion. Points were raised regarding the availability of senior officers at CMBC to make late decisions on the transfer and the late conclusion of negotiations with staff regarding legacy issues. The Clerk continues to discuss elements of the Picture House with CMBC with positive responses always being received but it is felt that issues should be resolved as soon as possible so as not to erode this goodwill.
The Clerk reported that while very hectic the Picture House had enjoyed a tremendous first two weeks under the control of HRTC and that trading had been particularly strong due to popular programming.

766. **FRIENDS OF THE PICTURE HOUSE**
Rebekah Fozzard reported that the Friends had sent out their first communication to members, updating members on progress. This included details of their first meeting on the 3rd May when the constitution should be formally adopted and to canvas members for suggestions. Preparations had been made for the Gala evening including a quiz and new membership leaflets.

767. UNIT 3 PICTURE HOUSE BUILDINGS

Details were presented to the meeting regarding the let of the unit.
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that the details to ask for offers in excess of £7,500 per annum and that rateable value and current use classification be included in the details and that they be circulated as soon as possible with a dead line for offers set as 18th May 2012.
Applicants are to be asked to submit a short (no more than 500 words) business plan along with two references along with their offer.

768. DIGITALISATION

A report prepared by the Picture House Programmer highlighted the need for swift action following a recent drop off in the availability of 35mm prints for exhibition. The programme is now starting to be heavily effected by the Picture Houses lack of digital projection.
The Clerk presented a detailed specification of equipment and services required for digitalisation which was discussed.
It was moved by Cllr Young
Seconded by Cllr Downs and
RESOLVED: that the specification be circulated to appropriate suppliers and that the quotes be received, in line with financial regulation 11.1) i), for consideration at the next meeting of the Picture House Committee on the 30th April.

769. PICTURE HOUSE ADMINISTRATION

The Clerk advised that systems were slowly being altered and changed over with a planned reorganisation of the office due later in the week. Emails and website were running with a few teething issues.

770. GALA EVENING

An event plan was presented.
It was moved by Cllr Press
Seconded by Cllr Downs and
RESOLVED: that additional press contact be made as soon as possible and that the event proceed as planned.

771. DATE OF NEXT MEETING

The next meeting was confirmed as Monday 30th April 2012 7.30pm in the Greenwood Room.

Meeting finished at 8.30pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE
held **MONDAY 30th APRIL 2012**

MINUTES

PRESENT **Councillors; Press(Chair), Downs, Fearon, Fekri & Young.**

Also present – Liz North, Rebekah Fozard & Duncan Watson.

Clerk – Jason Boom - Hebden Royd Town Council.

794. **Apologies for Absence and any substitutions**
None were received.

795. **Members` Interests relating to agenda items for this meeting.**
None were declared at this time.

796. **To report on matters arising from minutes of meeting held 16th April 2012 not itemised on this agenda.**
The Town Clerk reported that details regarding Unit 3 of the Picture House had been circulated to interested parties and that a number of viewings had taken place.

797. **DIGITALISATION**
The circulated quotations were discussed with a resubmitted one also considered.
It was moved by Cllr Young
Seconded by Cllr Fearon and
RESOLVED: that AM Digital be the preferred supplier based on price, speed of supply and recommendations received and that the Clerk in conjunction with Bill Lawrence finalise the specification and costs. A final report should be presented to Full Council on the 16th May 2012 with recommendations.

798. **DOWNSTAIRS TOILET REFURBISHMENT**
It was moved by Cllr Young
Seconded by Cllr Fearon and
RESOLVED: that the plans as considered be circulated to appropriate contractors with invitations to present quotations by the 25th May 2012. Consideration in the quotation should be given to minimising disruption to the programming of the Picture House.

Note: Cllr Downs declared an interest in the next item.

799. LIVE EVENTS REVIEW

The Clerk presented bookings received from CMBC at the point of transfer and advised of an ongoing discussion regarding one other. The Clerk advised that a full review of the pricing, criteria and procedure was needed working with potential users to provide a profitable structure for all without detriment to the Picture House Programme.
It was moved by Cllr Press
Seconded by Cllr Fearon and
RESOLVED: that a report be prepared for the next meeting for consideration.

It was moved by Cllr Press
Seconded by Cllr Fearon and
RESOLVED: that the Hebden Bridge Jazz Festival be advised of our intended review of the Live Events structure and that all bars are to be provided by the Hebden Bridge Picture House at Live events. As a gesture of goodwill and commitment to the booked Hebden Bridge Jazz Festival the Hebden Bridge Picture House will work with the festival to provide the bar facilities this year but in future years will be the sole responsibility of the Hebden Bridge Picture House..

800. WEBSITE

It was moved by Cllr Young
Seconded by Cllr Fearon and
RESOLVED: that the present artwork include HRTC logo on each page and make more use of Picture House images and logos. It was requested that pages be added as soon as possible.

801. PICTURE THIS

Revised artwork for the scheme was presented and a discussion followed highlighting the benefits of membership and the costs in providing with focus especially on postage.
The committee endorsed the artwork presented.
It was moved by Cllr Press
Seconded by Cllr Fekri and
RESOLVED: that a report be prepared be prepared for the next meeting outlining possible changes to the scheme.

802. FINANCIAL MANAGEMENT

Liz North presented the current method of data recording and financial management to the committee.
It was moved by Cllr Young
Seconded by Cllr Fearon and

RESOLVED: that quarterly profit and loss accounts be prepared for the committee led by the Picture House Manager in conjunction with the Town Clerk when appointed.

803. DATE OF NEXT MEETING

28th May 2012 at 7.30pm in the Greenwood Room.

Meeting finished at 9.05pm.