

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE held 11<sup>th</sup> July 2016

#### MINUTES

**PRESENT :** Councillors: Yorke (Chair from minute 98), Crosland, Fraser, Hodgins & Stow.

**HRTC Council Clerk: J Boom**

**Fiona Gibbon (Erringden Parish Council) & Mike Troke (Friends of the Picture House)**

**98. ELECTION OF CHAIR/VICE CHAIR 2016/17**

It was **proposed** by Councillor Stow

**Seconded** by Councillor Hodgins

**Unanimously resolved:** that the Chair of the Picture House Committee for 2016/17 be Councillor Yorke.

It was **proposed** by Councillor Yorke

**Seconded** by Councillor Hodgins

**Unanimously resolved:** that the Vice Chair of the Picture House Committee for 2016/17 be Councillor Stow.

**99. To receive apologies for absence and any substitutions.**

Paul Knights from the Friends of the Picture House.

**100. To receive members` interests relating to agenda items for this meeting.**

None were declared at this time.

**101. To report on matters arising from the minutes of meeting held 18<sup>th</sup> April 2016 not itemised on this agenda.**

The Town Clerk confirmed that the short term load received from the Town Council, to support short term cash flow due to insurance works had been repaid following the repay of VAT from HMRC and the balance repaid from Picture House funds.

**102. FRIENDS OF THE PICTURE HOUSE**

Mike Troke reported on the actions of the friends in delivering programmes to the Calder Valley Train Stations and many new retail establishments.

Endorsement was sought and received on an initiative for leaflet holders to be placed in locations viewed appropriate by the Friends. Discussion followed regarding price incentives on leaflets to encourage patrons parting with information for further marketing.

Mike sought encouragement for the Friends to seek a patron for the Picture House. He explained the benefits and the committee raised no objections.

The Oral History project continues with a request for additional images of the Picture House from days gone by.

The procurement and placement of a defibrillator was again raised and the committee asked that a formal proposal be submitted outlining responsibilities and costs at the next meeting.

A suitable location was requested at the Picture House to house community information, to provide a reciprocal arrangement for organisations that house Picture House Leaflets. The Town Clerk advised of the previous challenging position and it was agreed that the new foyer be allowed to remain clutter free. Mike finalised his presentation by outlining the Friends committing approximately £4000 to Picture House works with another £480 soon to be spent on the re-install of stained glass in the old ticket window.

**103. TOWN CLERK REPORT**

The Town Clerk presented a cumulative analysis of recent trading at the Hebden Bridge Picture House as well as actual trading figures for April & May 2016 plus prior year figures. The Town Clerk advised that the Insurance Claim was still affecting trading figures but the efforts of staff and the Friends had started to grow attendances. Concerns regarding the programme were highlighted as a country wide issue at this, traditionally, the quietest time of the trading year.

The Town Clerk also advised:

- Application made to increase venue capacity to 544.
- Shop leases being assigned on a short term basis to the CFFC (Milk Bar) & New Owners (Valley Taxis).
- Grants received for £15,000 for flood alleviation & £5,000 for foyer works.
- The insurance claim progresses with soft furnishing issues and escape doors still to be resolved
- Professional photos have been taken for ongoing use with the photographer, Sarah Mason, waiving her fee and the Picture House would like to minute their thanks.

Letter from Mr Bennett and Mr Craig Whittaker MP were noted with thanks.

**104. BALCONY REFURBISHMENT & SEAT SPONSORSHIP**

The Town Clerk delivered a short paper, on behalf of the Picture House Manager, on balcony refurbishment and seat sponsorship.

The committee endorsed the request to progress the project asking that it be returned to them prior to commencing. They asked that monies raised be housed in a ring-fenced separate bank account with a clear published timescale and clear sponsor acknowledgement.

**105. DATE OF NEXT MEETING**

This was confirmed as Monday 26<sup>th</sup> September 2016 at 7.30pm in the Greenwood Room.

Meeting finished at 8.40pm.

## HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE  
held 26<sup>th</sup> SEPTEMBER 2016

### MINUTES

**PRESENT :** Councillors: Yorke, Crosland, Fraser, Hodgins & Stow.

**HRTC Council Clerk: J Boom**

**HBPH Manager; Rebekah Fozard**

**Mike Troke & Paul Knights (Friends of the Picture House)**

**199. To receive apologies for absence and any substitutions.**

None were received.

**200. To receive members` interests relating to agenda items for this meeting.**

None were declared at this time.

**201. To report on matters arising from the minutes of meeting held 11<sup>th</sup> July 2016 not itemised on this agenda.**

No items were raised.

**202. FRIENDS OF THE PICTURE HOUSE**

The Friends sort clarification on potential locations for leaflet distributors, with the Committee advising that as the Friends were managing the scheme they should decide on locations as they deem fit.

The Friends advised that they were soon to be supporting Hebden Radio with a weekly slot containing information on all things film. The Friends continue to look for a suitable Patron for the Picture House.

A discussion took place regarding the locating of a defibrillator at the Picture House.

It was **proposed** by Councillor Stow

**Seconded** by Councillor Yorke

**Resolved:** that Full Council be approached, through the Community Funding Committee, to provide £1000 towards the cost of siting a defibrillator at the Picture House with the balance to be met by the Picture House.

The Friends confirmed donations of £380, for foyer bench, £480, for stained glass repairs and the securing of copyright for Martin Parr print images and prints for use in the Friends soon to be published history book and for display in the foyer at the Picture House. The Friends also supported the Heritage Open Day and held another poster sale.

203.

### **PICTURE HOUSE MANAGERS REPORT**

The Picture House Manager highlighted the improving cumulative analysis and the programming initiatives that had led to this improvement. Upcoming plans for returning screenings, the Women in Film Festival and closer management of Live Arts was also highlighted.

Continuing issues with flood damage were highlighted with the stage and under stage area soon to be investigated by our insurers.

EICR's had been completed, slightly delayed due to the floods but a rolling plan had now been developed. Issues with the stage, and the associated electrical system had been brought to the fore and would be discussed as a separate later item.

Painting of steps internally and externally was proceeding, concerns regarding step edge visibility were being addressed.

The fabric of the building was soon to be attended to once more, the appointed builder having a series of small routine jobs to complete.

A new EPOS till had been purchased and the software and back office support was being installed with the hardware due arrive in the next two weeks ready to be put in to place.

204.

### **TOWN CLERKS REPORT**

The Town Clerk confirmed a return to profitability and sort agreement for Taxi Office Signage which was given.

The Town Clerk advised that the Milk Bar had confirmed that they would not be renewing their lease and had requested that they be allowed to market the property in advance of the lease expiry in November 2017.

It was **proposed** by Councillor Yorke

**Seconded** by Councillor Hodgins

**Resolved:** That Unit 3 of the Picture House Buildings be marketed with a view to granting a new 5 year lease to a suitable tenant when identified.

205.

### **PICTURE HOUSE STAGE & ASSOCIATED ELECTRICAL SYSTEM**

A detailed report was presented which revealed that the stage and associated Electrical System was no longer fit for purpose, consequently there are no longer functioning live stage facilities at the Picture House.

A lengthy discussion followed considering the options presented.

The current business plan was discussed and the mandate given to the Town Council to operate the Picture House as a cinema.

Details of hires while in the Town Council tenure were presented highlighting the types of hires the Picture House had hosted and which had proved to be successful.

Cllr Stow asked that we take time to consider the options and how best to serve the needs of the community while also being mindful of the costs to both the Picture House and Town Council.

It was **proposed** by Councillor Yorke

**Seconded** by Councillor Stow

**Unanimously resolved:** that the current business plan be revisited and be used as a basis for progressing requirements at the Picture House and that the quotes needed to consider the works proposed be secured and brought to an additional meeting in the near future of the Picture House Committee.

**206.**

**HRTC BUDGET PROPOSALS 2017/18**

Given the need to consider further the proposals in minute 205 this item was deferred until a meeting in the near future. This would consider the options and requirements of both the Stage & Associated Electrical System and support that may be needed to deliver Balcony Refurbishment and the Seat Sponsorship Scheme.

Meeting finished at 8.53pm.

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE held 26<sup>th</sup> OCTOBER 2016

#### MINUTES

**PRESENT :** Councillors: Yorke (Chair), Crosland, Fearon, Fraser, Hodgins & Stow.

**HRTC Council Clerk:** J Boom

**HBPH Manager;** Rebekah Fozard

**Mike Troke & Paul Knights (Friends of the Picture House)**

- 236. To receive apologies for absence and any substitutions.**  
None were noted.
- 237. To receive members' interests relating to agenda items for this meeting.**  
None were declared at this time.
- 238. To report on matters arising from the minutes of meeting held 26<sup>th</sup> September not itemised on this agenda.**  
It was reported that interested parties had made representations regarding the lease at Unit 3 and that these were being considered by the Chair of the Committee along with the Picture House Manager and the Town Clerk.
- 239. FRIENDS OF THE PICTURE HOUSE**  
No report was submitted.
- 240. PICTURE HOUSE STAGE & ASSOCIATED ELECTRICAL SYSTEM**  
The Picture House manager presented an updated and revised report outlining the options open to the Picture House. Considerations of the options was placed in line with the adopted business plan of the Hebden Bridge Picture House. The meeting was reminded that this work was essential in part and that a portion of the work would need to be undertaken to make safe the building no matter the outcome of the discussion.  
A lengthy discussion followed with questioning of the Picture House Manager. The Friends of the Picture House were asked their opinions.  
It was **proposed** by Councillor Stow  
**Seconded** by Councillor Yorke  
**Unanimously resolved:** that Option B of the tabled report be the preferred choice for the Picture House Committee, along with a portion of option A to make the stage area safe.

241.

**HRTC BUDGET PROPOSALS 2017/18**

The committee carefully considered the current trading position of the Picture House and its lack of financial reserves given recent investments.

The legacy of underinvestment in the site was discussed with comments that the Picture House was nearly there, with less requirement for capital investments envisaged.

It was **proposed** by Councillor Yorke

**Seconded** by Councillor Stow

**Unanimously resolved:** that the Picture House request, £20,000.00 capital funding, from HRTC for 2017/18 to deliver the Picture House Stage & Associated Electrical System works as outlined in the tabled report, that being option B. In addition part of option A would also be delivered to make safe the stage area of the Picture House.

Meeting finished at 8.25pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE held 23<sup>rd</sup> JANUARY 2017

#### MINUTES

**PRESENT :** Councillors: Stow (Chair), Fraser, Hodgins & Stow.

**HRTC Council Clerk: J Boom**

**HBPH Manager; Rebekah Fozard**

**Maggie Woods & Paul Knights (Friends of the Picture House)**

**352. To receive apologies for absence and any substitutions.**  
Cllrs Fearon & Crosland.

**353. To receive members` interests relating to agenda items for this meeting.**  
None were declared at this time.

**354. To report on matters arising from the minutes of meeting held 26<sup>th</sup> October not itemised on this agenda.**  
It was confirmed that orders had been placed for Stage Lighting with installation planned to satisfy the requirements of hires in March 2017. The works would mean the loss of one Elevenses screening and was to be funded by the Town Council as agreed in their budget 2017/18.

**355. ELECTION OF CHAIR**  
It was **proposed** by Councillor Hodgins  
**Seconded** by Councillor Fraser  
**Unanimously resolved:** That Cllr Stow act as Chair for the Picture House Committee.  
It was decided that a vice chair would be elected following the Town Council elections of the 16<sup>th</sup> February 2017.

**356. FRIENDS OF THE PICTURE HOUSE**  
Paul Knights advised:

- The Picture House History Book had been published and was now on sale. Over 100 had already been sold with proceeds going to the Friends of the Picture House, a marketing push was due imminently.
- The Christmas Raffle had proved to be as popular as ever with prizes this year provided by the Picture House and not local traders. Over £2000.00 had been raised.
- The Friends AGM had been held with a full committee (15) comprising new members as well as existing. The AGM had been held before a Saturday afternoon Friends screening.

The Town Clerk advised that £1604.14 was due to be transferred to the Friends this being made up of donations, book sales and a payment from the

insurers (in lieu of a local Historic Buildings Expert support during the December 2015 floods).

Thanks were expressed to the Friends.

**357. PROPERTY & CONTENTS INSURANCE OF ASSETS PROTECTED BY FLOOD GATES**

The Town Clerk reported on advice received regarding the operation of flood gates and the effect their installation has on the validity of an insurance claim should they fail, either through inability to deploy, incorrect deployment or the gates not being adequate.

It was noted that in conclusion the advice received stated that having flood gates would have no impact on insurance but HBPH should make full use of them where practicable. As it is not in tenants leases to install them, or to deploy them, they are not obliged. All reasonable measures to protect assets should be made.

It was agreed that the Picture House Manager, along with the Town Clerk, develop a protocol to ensure appropriate attendance to deploy flood mitigation measures when required.

**358. INSURANCE CLAIM – 26<sup>th</sup> December 2015**

The Town Clerk advised that the contents element of the claim was close to being settled with the Picture House due approximately £6000.00 with agreement being reached on the replacement of the low level stage as part of this.

The Buildings element of the claim was yet to be resolved and the Picture House Manager was working closely with the loss adjuster to ensure that provisional sums included in original main contractors quotes were only claimed if the work had been completed.

Permission has been gained to resolve issues with decoration, doors that had split while drying and Unit1's flooring.

**359. CUMULATIVE ANALYSIS**

The Picture House Manager reviewed the analysis commenting on the positive direction they were travelling in. It was noted that improved attendances had not seen like for like increases in revenues due to discounts being offered to increase attendance.

The Town Clerk presented accounts to the end of December 2016 which showed a healthy surplus. He stated the desire to finalise the insurance claim within this financial year so as not to complicate the figures in the 2017/18 financial year.

**360. INSURANCE CLAIM – CONTENTS & BUILDINGS**

This item was discussed in minute 358.

**361.**

**INTERIM AUDIT**

The Town Clerk reported on a successful first Interim Audit.

It was confirmed that the new EPOS system was in place and working well and that along with other measures this had contributed to shrinkage being dramatically reduced and was close to the parameters set by the Internal Auditor.

Further discussion took place regarding measures that could be implemented to further improve this.

**362.**

**SOUND PROCESSOR SYSTEM**

Quotations were received and considered with the Picture House Manager explaining the options.

It was **proposed** by Councillor Stow

**Seconded** by Councillor Fraser

**Unanimously resolved:** To allow the Chief Technician to consider the received quotes and procure the equipment deemed appropriate up to a maximum of £3500.00.

**363.**

**DATE OF NEXT MEETING**

Monday 8<sup>th</sup> May 2017 at 7.30pm in the Greenwood Room was confirmed as the next meeting date.

Meeting finished at 8.43pm.

