

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE held 24th JUNE 2019

MINUTES

PRESENT: Councillors: Warne (Chair from minute 98), Courtney, Needham, Stow & Wood.

Picture House Manager: Rebekah Fozard

HRTC Council Clerk: J Boom

Maggie Woods (Friends of the Picture House)

MINUTES

Prior to the formal meeting the committee members met at the Picture House to receive a tour of the Picture House Building and its facilities.

98. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE PICTURE HOUSE COMMITTEE 2019/20.

It was **proposed** by Councillor Stow

Seconded by Councillor Needham

Unanimously resolved: that the Chair of the Picture House Committee for 2019/20 be Councillor Warne.

DEPUTY CHAIR

It was **proposed** by Councillor Warne

Seconded by Councillor Courtney

Unanimously resolved: that the Deputy Chair of the Picture House Committee for 2019/20 be Councillor Wood.

99. To receive apologies for absence and any substitutions.

Cllr Freeth.

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 29th April 2019 not itemised on this agenda.

Cllr Needham summarised the minutes of the last meeting of the committee prior to the full council elections in May 2019. He focused on the comments made by the business plan working group regarding the need for clear management reports to allow the aims and objectives of the business plan to be finalised and consequently adopted.

Cllr Warne, along with Cllr Wood offered to host a session to consider the business plan and bring it forward for adoption.

Cllr Warne thanked Cllr Needham for the summary and stated that his aim as a member and chair of the Picture House Committee was to immerse himself in

the business of the Picture House and take the Picture House forward. He expected fellow committee members to support the Picture House and the Picture House staff. It may be that committee members support a particular part of the business.

The Friends of the Picture House were thanked for their contribution and generosity in supporting the Picture House

102. FRIENDS OF THE PICTURE HOUSE

Maggie Woods reported on the recent actions of the group and advised that their next meeting was due at the end of July.

Maggie reported that the Friends had started working as volunteers at the Picture House, distinctly separate to paid roles supporting office staff. This was already working well.

It was reported that the Making Friends project continues with St Augustine's now having a contact in place who in due course will take responsibility for co-ordinating the project.

It was confirmed that the Friends had benefitted from a grant from Hebden Bridge Rotary Club to assist in the purchase of new poster frames for the exterior of the Picture House.

Maggie also confirmed the Friends are looking forward to the Centenary of the Picture House and the plans that would develop.

The committee revisited the formation of the Friends and their remit with the committee thanking the Friends whose efforts continue to be appreciated..

103. PICTURE HOUSE GOVERNANCE & STAFFING STRUCTURE

The Town Clerk outlined the current structure of governance at the Picture House and presented recommendations for consideration.

After discussion:

It was **proposed** by Councillor Warne

Seconded by Councillor Stow

Resolved: that the need for representation from the Hilltop Parishes no longer exists and that this place on the committee be withdrawn.

It was **proposed** by Councillor Warne

Seconded by Councillor Wood

Resolved: recommended that as Picture House Committee members need to be given time to develop their knowledge of the Picture House and develop significant tacit information the committee recommends that the membership of the committee, including ex-officio members, be retained for the life of the current council. The vacant place on the committee should be filled as soon as is practicable.

The committee noted that a Reserves and Balances Policy did not exist at the Picture House, with the Town Clerk advising how it's value could be calculated in a similar fashion to the policy adopted by the Town Council. It was agreed that this policy should be brought forward for adoption as soon as possible.

The Picture House Manager spoke to the staffing needs of the Picture House as outlined in the draft business plan and was asked questions.

Cllr Warne suggested that a standard agenda been adopted for future meetings of the Picture House Committee. Discussions around the table proposed the following format:

- Friends of the Picture House
- Business Continuity Plan
- Scrutiny of Budget & Future Forecasts
- Staffing, with the Chair of Staffing providing a report on pertinent issues.
- Picture House Manager Report
- The Picture House in the Community
- Audience Development
- Programming and Curation
- Centenary Planning

104. PICTURE HOUSE FINANCIAL POSITION

The committee received information relating to previous years financial performance, the monthly statement of account and trading cumulative analysis to end of May 2019.

A draft budget was presented and discussed and the lack of a reserves and balances policy in place at the Picture House was highlighted once more.

The Town Clerk spoke with regard to the cash accounting method used at the Town Council and how it could affect the way in which financial records were presented.

The committee asked that the draft budget be reviewed by the Town Clerk and the Chair of the Committee with historical data only to be used stretching back two years.

The Cumulative Analysis document was considered and its format was praised by the committee as a good way of considering the trends in the Picture Houses fortunes.

A review of parking provision at the Picture House be undertaken to consider if spaces may be free to be 'sold/rented'.

105. LIVE ARTS PRICING

The Picture House Manager advised the committee of the pricing structure that had been adopted for Live Arts. After discussion and the questioning of the Picture House Manager the committee were content with the structure that had been adopted. Comment was made with regard to a frequency for revisiting pricing structures for both Live Arts and Cinema.

106. VOLUNTEERS

As discussed earlier the use of volunteers has commenced at the Picture House and was viewed to be working well by both the volunteers and the Picture House Manager.

Meeting finished at 9.25pm.