

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE Held MONDAY 28<sup>th</sup> SEPTEMBER 2020

#### MINUTES

**PRESENT:** Councillors: Stow (Chair), Courtney, Guilfoyle, Hodgins, Needham, Stevens & Wood

**HRTC Council Clerk: J Boom**

**HBPH Manager: Rebekah Fozard**

**Friends of the Picture House: Kate Higham.**

- 148. To receive apologies for absence and any substitutions.**  
None were received.
- 149. To receive members` interests relating to agenda items for this meeting.**  
None were declared.
- 150. To report on matters arising from the minutes of meeting held 3<sup>rd</sup> February 2020 not itemised on this agenda.**  
No matters were arising.

**151. FRIENDS OF THE PICTURE HOUSE**  
Kate Higham presented a report from the Friends of the Picture House.

Since lockdown, the group have met regularly and remain in close contact with the Picture House Manager.

The group has decided that they will not be fund raising this year at Christmas, but they stand by ready to help. They are in regular contact with members and have been keeping the Picture House alive in people`s minds through their website and Facebook profile, using them to highlight film and appropriate events.

The Film Friends project designed to help those socially isolated has been placed on hold until they are able once more to proceed.

The Making Friends project continues to operate remotely with support to those involved differing from visits to the Picture House this being replaced with appropriate activities, provision of craft materials, clothing and regular contact.

The planned centenary re-enactment has seen links made with Hebden Bridge Little Theatre and this will progress and take place in 2021 if guidance allows.

Kate reported that the Centenary Patrons scheme has raised over £2500 during lockdown, funds which will be distributed when a need is identified at the Picture House. The scheme is to be encouraged however regard should be given to future plans for fund raising which may require greater emphasis i.e. support for new projection equipment.

Members thanked the group for their impressive work, and it was acknowledged that the Picture House, the Town Council and indeed the Calder Valley are fortunate that the group exists.

**152. PICTURE HOUSE FLOOD - FEBRUARY 2020**

The Town Clerk reported on the Insurance claim relating to the floods of February 2020. The Picture House remains in receipt of funds to cover remaining buildings work and for the purchase of contents lost to the floods. This will be progressed as time allows. Contractors are scheduled to complete external pointing, internal decoration and extensive cleaning prior to the planned reopening of the Picture House.

It was proposed by Cllr Stow

Seconded by Cllr Hodgins

**RESOLVED:** to note the report.

**153. PICTURE HOUSE FINANCIAL POSITION**

The Town Clerk presented the finalised and adopted accounts from 2019-20 to the committee for information.

The Town Clerk presented an analysis of the current financial position of the Picture House (to end August 2020) outlining financial reserves at the Picture House along with known commitments. The Town Clerk highlighted reserves and available funds and a need to remain prudent in the coming months.

The Town Clerk presented the proposed Picture House Budget for 2020-21, prepared prior to the closure of the Picture House in March 2020 using known trading patterns and expectations for the coming trading year. Explanation was made that it would be reforecast as the Picture House moves to reopening and

as part of the submission to the BFI as part of an application to the Cultural Recovery Fund.

It was proposed by Cllr Needham

Seconded by Cllr Wood

**RESOLVED:** to adopt the proposed budget for 2020-21 with an understanding of the circumstances relating to its preparation and how it would be considered and implemented in the coming months.

The Town Clerk presented a proposed budget for 2021-22 once more reflecting known trading patterns and expectations with a view to reforecasting in the coming months.

It was proposed by Cllr Stow

Seconded by Cllr Courtney

**RESOLVED:** to adopt the proposed budget for 2021-22 with an understanding of the circumstances relating to its preparation and how it would be reviewed.

**154.**

#### **PICTURE HOUSE REOPENING**

Cllr Stow outlined how Picture House staff had been furloughed and the return to work of key members of staff to prepare for the proposed reopening of the Picture House. She outlined training undertaken by staff and goodwill that had been received, in line with furlough regulations, which had seen the Picture House and its assets remain in good order.

The Picture House Manager presented draft procedures for the potential reopening of the Picture House which were discussed and reviewed. These procedures have taken due regard to Government guidance and best practise in the cinema industry with advice sought and received from appropriate bodies and industry associations.

The Picture House Manager presented information regarding the BFI administered Cultural Recovery Fund totalling £27 million to the UK cinema industry with an estimated 650 organisations eligible to apply. The criteria for

application was outlined and the associated timeline. Explanation was given with regard to financial forecasting and the criteria for retaining reserves.

The Picture House manager outlined the rationale for expected attendances based on experience from cinemas already operating and expectations as we move into 2021-22.

Regard was given for the actions of film distributors with regard to restructuring the release of titles.

Operational considerations were presented with the focus on making the Picture House a Covid Secure environment with a continuing welcoming and friendly feel as the Picture House has always had, ensuring a safe and enjoyable experience for all who attend.

The Picture House Manager advised the committee of the grants available other than those via the BFI and how they support the reopening of the Picture House.

Councillors commented on the Picture House satisfying so much of the requirements already when looking for financial support and that it is a credit to the Picture House that this is the case.

Suggestions were made and noted as to how the applications and the experience at the Picture House could be enhanced.

It was proposed by Cllr Stow

Seconded by Cllr Needham

**RESOLVED:** that the Picture House reopens on the 30<sup>th</sup> October 2020 if it is viewed safe to do so and that an application for financial support be made to the BFI under the Cultural Recovery Fund.

**155.**

**PICTURE HOUSE POLICIES AND STATEMENT UPDATES**

The committee reviewed the previously agreed Violence & Aggression Policy and considered requests for inclusion of sections relating to Bullying & Harassment. Submissions relating to these were considered with an amendment suggested that would highlight that abuse can travel in many directions and that complex relationships should be dealt with.

It was proposed by Cllr Needham

Seconded by Cllr Stevens

**RESOLVED:** that the policy be adopted for the Picture House including a statement that reflects that abuse does not just travel in one direction in the

workplace and that research takes place regarding the inclusion of councillors in the policy outside of their Code of Conduct agreement and that it be passed to full council for adoption by HRTC

It was proposed by Cllr Courtney

Seconded by Cllr Wood

**RESOLVED:** to adopt the Environmental Policy for the Picture House as presented.

The meeting finished at 9.05pm.

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PICTURE HOUSE COMMITTEE Held MONDAY 30<sup>TH</sup> NOVEMBER 2020**

#### **MINUTES**

**PRESENT:** Councillors: Stow (Chair), Courtney, Guilfoyle, Hodgins, Needham, Stevens & Wood

**HRTC Council Clerk: E Green**

**HBPH Manager: Rebekah Fozard**

**Friends of the Picture House: Maggie Wood**

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

There were no apologies.

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

There were no interests declared.

**254. To report on matters arising from the minutes of meeting held 28<sup>th</sup> September 2020 not itemised on this agenda.**

There were no matters arising.

**255. FRIENDS OF THE PICTURE HOUSE**

Maggie Wood gave an update on the work of the Friends of the Picture House. They are continuing to hold meetings on Zoom on a regular basis. They were able to hold a clean-up on 24<sup>th</sup> October, but the second one was cancelled due to the lockdown.

They were pleased that the Picture House had been able to support the Making Friends project supplying excess stock to asylum seekers, a project run by St Augustine`s Centre. They are hoping to find an appropriate way to celebrate Christmas with them.

Planning continues for the centenary year with work on the oral history project continuing.

Cllr Needham expressed thanks on behalf of the community for the continued efforts of the FOPH.

**256. CURRENT OPERATIONAL POSITION**

Rebekah Fozard provided a comprehensive overview of the current situation. The decision of the BFI grant is expected on 13<sup>th</sup> December, the scheme is oversubscribed and as such the full amount is not expected but is hoped that an

award will be made. The support of the Job Retention Scheme means that non trading months will be less of a financial concern.

The Picture House has been awarded £8087.96 for a safety grant which covers technical support, PPE, internal alterations and overtime associated with preparing the Picture House for reopening.

There were unexpected costs to repair the projector prior to reopening of £3k.

During the reopening period, there were six screenings with average custom of 74 people per screening, with an average take of £615net and kiosk spend of £121 per screening as the news of the second lockdown broke there were lots of requests for refunds.

Many suspended servicing contracts were restarted in October.

The opening period gave opportunity to consider how things might be done differently when the Picture House reopens again, in terms of staff training, seating plans and enforcement of mask wearing for visitors.

Whilst four members of staff have been working through November and into December, all staff will be furloughed from 18<sup>th</sup> December. It is likely that Calderdale will remain in tier three after Christmas. With considerations given to programming it will take a period of three weeks to prepare for reopening once able to.

**257.**

#### **PICTURE HOUSE FINANCIAL POSITION**

The costs of furlough and monthly payroll costs, along with the ongoing operational costs were discussed. It was agreed that more detailed, accurate, written figures were needed but it was understood that the current indisposition of the Town Clerk meant this was not possible, although it was clear that the Picture House was in an acceptable financial position. Should the BFI grant be awarded this will support the ongoing costs.

**258.**

#### **LIVE STREAMING – ALTERNATIVE CONTENT**

Rebekah Fozard outlined a proposal for update the live streaming capabilities following the cessation of LANSat satellite services. Two options were outlined:

1. Omnex / MPS solution: This company owns LANSat and could provide a 'Live IP' 'box'. An investment of £300-£400 for a new ancillary 'box' will allow the LANSat to continue to receive live content using the existing LANSat internet connection (no longer using the satellite dish). On top of the outlay for the box there is an £80 per event fee to pay to LANSat for the service to cover

set up, tuning, technical support. One advantage is in the future Live IP box will be capable of receiving other forms of live content, e.g. such as BT Sports events like Premier League matches, so it is more flexible than a satellite solution, as in the future it is seen to be the preferred way content providers will distribute live content.

2. AMDigital solution: Use the current satellite dish and buy and have installed a new satellite receiver box to replace LANSat receiver / unsuitable old IceCrypt box, at a capital cost of circa £400 plus installation costs. Once more the new satellite receiver needs to have a decent sized server / storage capacity to cope with recording and store broadcasts for us to have 'encore' event screenings whilst live streaming. This option sees content being delivered by satellite, as it has been for the last 7.5 years and will allow back-end support to be given remotely.

There was a lengthy discussion of the merits of the two systems, particularly focusing on the availability of tech support. It was clarified that if we go for Option 2 now, we can add in Option 1 at a later date should we wish.

It was moved by Cllr Needham.  
Seconded by Cllr Courtney and  
**RESOLVED:** to approve option two.

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PICTURE HOUSE COMMITTEE Held MONDAY 15<sup>th</sup> MARCH 2021**

#### **MINUTES**

**PRESENT:** Councillors: Stow (Chair), Guilfoyle, Hodgins, Needham & Wood.

**HRTC Council Clerk: J Boom**

**HBPH Manager: Rebekah Fozard**

**Friends of the Picture House: Maggie Woods.**

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

Cllr Stevens and Cllr Courtney.

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

None were declared at this time.

**402. To report on matters arising from the minutes of meeting held 30<sup>th</sup> November 2020 not itemised on this agenda.**

No items were noted.

**403. FRIENDS OF THE PICTURE HOUSE**

Maggie Woods reported that the group continues to meet via zoom with a plan to meet more frequently as we move to the reopening of the Picture House and the start of the centenary programme. The centenary patron's scheme has realised over £3000 as part of this. The friends have taken direct responsibility for a number of events as part of the programme including events away from the Picture House i.e. an exhibition at the Town Hall.

The Friends were thanked for remaining active and continuing to support the Picture House.

**404. 2020/21 FINANCIAL AWARD FROM HEBDEN ROYD TOWN COUNCIL**

The Picture House manager explained the request which would allow the award made in 2020/21 for the procurement of a PA system to be combined with the 2019/20 award made to renovate the façade of the Picture House, repair the flat roof and to stop water ingress into the projection area of the building.

A PA system was viewed in 2019/20 to be necessary for larger scale events and conferencing and to date no interest has been generated regarding conferencing despite continued efforts and is therefore viewed to be redundant

and not a priority in the current climate. The priorities as identified are to make the building watertight followed by the procurement of a new projector.

The Town Clerk confirmed that if the proposal to vary the award was agreed by full council the Picture House committee would be able to draw down, in addition to the restricted £22k, an additional £13k from unrestricted reserves to add to these funds while still satisfying the reserves policy as adopted by the Picture House committee.

A shortfall for the proposed works still exists and external funders and other sources are to be identified and approached.

It was moved by Cllr Hodgins.

Seconded by Cllr Needham and

**RESOLVED:** to make the request to full council to vary the award made to the Picture House in 2020/21

**405. BOX OFFICE SYSTEM**

The Picture House Manager outlined the proposal discussing the documents submitted to the committee. The committee questioned the proposal and the reasons behind the system being recommended. The Picture House Chair confirmed they had attended and contributed to meeting with providers.

It was moved by Cllr Needham.

Seconded by Cllr Hodgins and

**RESOLVED:** to proceed with the system delivered by Savoy Systems as recommended.

**406. REOPENING OF THE PICTURE HOUSE**

The Picture House Manager outlined the current position at the Picture House, the position within the Cinema Industry and the guidance in place from government.

While being able to open from the 17<sup>th</sup> May under the Governments Roadmap it remained unclear what guidance regarding social distancing was likely to be in place until the 14<sup>th</sup> June when a report on the matter is due to be published.

It is the intention of the Picture House to open with a voluntary social distance of 1.5 metres for July, August & September so as to provide certainty for customers as well as staff and to remove doubt regarding Government Guidance. This will assist the reopening by exceeding the expected guidelines so can be implemented well in advance of the reopening. This will allow up to 120 seats in the stalls, a capacity thought to be adequate during this period.

The Film slate quality still remains uncertain, with larger operators yet to declare their intentions. When this becomes clearer the slate should follow.

The building still has outstanding works regarding the insurance claim of Feb 2020, this will be completed in early June as the building dries.

When combined with the operation requirements regarding the lead time for the installation of a new box office system, its actual install and staff training it remains difficult to see the Picture House opening until late in June 2021.

A Monday in late June remains the preferred opening day as it satisfies the Cultural Recovery Fund award criteria and the early start to the week allows for a gentle return rather than a busy weekend opening.

An outline of Staff training was presented, for all Picture House staff prior to reopening. This included customer service, emergency evacuation, first aid and review of individual job roles along with training on a new box office system if agreed.

This will commence 4/5 weeks prior to reopening and undertaken while on furlough and remotely. There will be a focus on social distancing as part of first aid, taking time for staff to be reacquainted with the operations at the Picture House.

The communication of dates to staff will be set in the coming weeks.

The Picture House continues to be eligible for and receives Covid 19 Retail Support Grant as administered by Calderdale MBC.

The Picture House Manager confirmed the submission of an application to the second round of the Cultural Recovery Fund administered by the BFI. The need for reporting on round one costs was discussed and the consequent application for round one underspend to be carried forward into quarter one on 2021.

It was confirmed that the application for the safety grant had seen a reward of £8088 of which 90% had been received with £6955 spent. The underspend and balancing payments are likely reclaimed by the BFI.

The first round of the Cultural recovery fund saw an application for £115k with £93k awarded. A first payment of £55k Has been received.

At the immediate request of the BFI cost report was prepared estimate which illustrated a revised figure of £71k, consequently 2<sup>nd</sup> and 3<sup>rd</sup> payments are expected of approx. £8k.

At this time, a request was submitted request for underspend in this period to be carried forward.

This request should be supplemented by support from the Second round which was applied for to support April, May, June 2021.

It is not expected to hear of the decisions taken by the accounting body until the end of March 2021 at the earliest.

The process has been complicated by the uncertainty and decisions taken around the Job Retention Scheme (furlough) and it not being extended until September 2021 at the time of application.

A challenge and the outcome will not be announced until the end of March at the earliest.

Meeting finished at 8.25pm.