

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE held 24th JUNE 2013

MINUTES

PRESENT : Councillors: Press (Chair from minute 91), Boggis, Davenport, Fearon, Hodgins & Yorke.

Also present: R. Fozard (Picture House Manager), Duncan Watson & Caroline Finch (Friends of the Picture House).

HRTC Clerk : J Boom

91. ELECTION OF CHAIR 2013/14

It was **proposed** by Councillor Fearon

Seconded by Councillor Davenport

Unanimously resolved: that the Chair of the Picture House Committee for 2013/14 be Councillor Press

ELECTION OF VICE CHAIR 2013/14

It was **proposed** by Councillor Press

Seconded by Councillor Boggis

Unanimously resolved: that the Vice Chair of the Picture House Committee for 2013/14 be Councillor Hodgins.

92. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

No apologies were received.

93. MEMBERS INTERESTS

None were declared at this time.

94. To report on matters arising from the minutes of meeting held 29th April 2013 not itemised on this agenda.

No matters were noted.

95. FRIENDS OF THE PICTURE HOUSE

Duncan Watson confirmed that the Friends had met on the 13th May following a visit to the Picture House. The group were in dialog with the Picture House Manager regarding decorating staff areas, poster sales and the long term loan of Martin Parr prints from Calderdale MBC.

96. PICTURE HOUSE ANNUAL REPORT

The Clerk advised that the reports would be available at the Picture House with the in depth report available online.

97. **PICTURE HOUSE MEMORIALS**
It was **proposed** by Cllr Fearon
Seconded by Cllr Press
RESOLVED: that the Picture House would not house memorials.
98. **PICTURE HOUSE HIRES**
The Picture House manager highlighted the reason for changes to the pricing structure which were mainly to simplify and reflect a common parity between the rates and asked for clarification on the definition of non-commercial.
It was **proposed** by Cllr Press
Seconded by Cllr Fearon
RESOLVED: that the rates be adopted and that the criteria for community funding be applied to non-commercial hires.
99. **PICTURE HOUSE STAFF DRESS CODES**
It was **proposed** by Cllr Fearon
Seconded by Councillor Press
RESOLVED: that the dress code be adopted as proposed.
100. **75th ANNIVERSARY OF HEBDEN ROYD TOWN COUNCIL**
A discussion followed.
It was **proposed** by Cllr Press
Seconded by Cllr Hodgins
RESOLVED: that Cllr Press contact the local history society and to explore opportunities to celebrate the anniversary.
101. **TOUR de FRANCE**
The Friends are keen to support this programme.
It was **proposed** by Cllr Fearon
Seconded by Cllr Press
RESOLVED: that the programmer be asked to develop a programme for the week prior to the Tour de France and the day of the race. If requests are received for the use of the Picture House use on the weekend of the Tour de France these are to be declined until the programme is finalised.
102. **PROJECTION MAINTENANCE CONTRACT**
It was **proposed** by Cllr Press
Seconded by Councillor Hodgins
RESOLVED: to accept the quote for projection maintenance and initiate a contract.
103. **ALTERNATIVE CONTENT**
The Picture House Manager reported on the success of the initial screening and highlighted the upcoming screenings. Concerns were discussed regarding providing too much content and flooding the market. The meeting was advised that the Programmer and the Picture House Manager were due to meet to develop a programme of live events.

104.

HEBDEN BRIDGE BURLESQUE FESTIVAL

The meeting received a report on the 2013 Burlesque Festival and were advised of an approach to stage the gala evening of the planned 2014 Burlesque Festival in July 2014.

A lengthy discussion followed:

Cllr Hodgins stated that he was not in favour of the event being hosted at the Picture House.

Cllr Press advised the meeting that she had contacted the labour group members of the council for advice and recounted the complaints received following the 2013 festival and the consequent letter written to the Hebden Bridge Community Association as individuals.

Duncan Watson advised that the Friends of the Picture Committee had been canvassed with a mixed response and were neither for nor against. He personally felt it was moving away from the core activity of the Picture House to provide a cinematic experience.

Cllr Boggis advised the meeting of previous burlesque events attended and pointed out it would be very busy with trade at the bar likely to be swift.

Cllr Press stated that she felt it was inappropriate for the Picture House to stage.

Cllr Yorke felt no compulsion to endorse or decline the application.

The Picture House Manager stated that the proposed event was an acquired taste but that nobody would be forced to attend and that the hire, as we would just be providing the venue, would be profitable for the Picture House. The event would be licenced under the existing theatrical licence and would not require a gaming licence.

Caroline Finch stated she would not be offended.

Discussion took place regarding a dialog with the wider community.

It was **proposed** by Cllr Press

Seconded by Cllr Yorke

RESOLVED: that the Picture House Committee does not feel that it is appropriate for Hebden Royd Town Council to be associated with the Hebden Bridge Burlesque Festival.

Burlesque arouses strong feelings, and many people feel it is demeaning to women, and raises issues of gender equality.

It is also inevitable if held in the Hebden Bridge Picture House that it would be seen to be associated with Hebden Royd Town Council, so the committee, taking a view on this issue only, declines the approach to host a part of the Hebden Bridge Burlesque Festival.

This obviously does not prevent the Festival Organisers from seeking alternative venues within the town.

105.

DATE OF NEXT MEETING

29th July 2013 at 7.30pm in the Greenwood Room.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE held 23rd September 2013

MINUTES

PRESENT : Councillors: Press (Chair), Boggis, Davenport, Fearon, Hodgins & Yorke.

Also present: R. Fozard (Picture House Manager) & Caroline Finch (Friends of the Picture House).

HRTC Clerk: J Boom

265. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Duncan Watson.

266. MEMBERS INTERESTS

None were declared at this time.

267. To report on matters arising from the minutes of meeting held 24th June 2013 not itemised on this agenda.

The clerk confirmed that the contract for projection maintenance had yet to be signed, he advised AM Digital would be contacted.

The Picture House Manager outlined plans for the Tour de France with trailers being sort for the lead up to the day, locally produced teasers and the screening of a cycling feature in the evening.

Discussion took place regarding the Covent Garden Opera House season.

It was **proposed** by Cllr Fearon

Seconded by Cllr Hodgins

RESOLVED: that the Programmer arrange the screening of the full season.

268. FRIENDS OF THE PICTURE HOUSE

Dates for the poster sales (12/10) and clean up (29/9) were confirmed with a Poster Auction (25/10) also planned. Cllr Press to assist in producing publicity.

The Friends asked questions regarding the annual accounts of the Picture House. The Clerk confirmed that depreciation was not seen to be an appropriate concept for a parish council with guidance from NALC to support this, however a policy of developing a repairs and renewals fund should be adopted. The Clerk also advised that Town Council Officer time was not charged to the Picture House which was the practise in place for all committees run by the Town Council.

Should the Friends have further questions regarding accounting practises they would be welcomed to approach the Town Clerk for clarification.

- 269. COMMUNITY GROUPS CRITERIA**
The Picture House Manager presented the current criteria for commercial and non-commercial rates of hire. A discussion followed with ideas passed to the Picture House Manger to develop.
- 270. 75th ANNIVERSARY OF HEBDEN ROYD TOWN COUNCIL**
The Town Clerk confirmed that the Town Council felt that the anniversary should not be celebrated at this point.
- 271. PARENT & BABY SCREENINGS**
The Picture House Manager reported on the attendances of the screenings and advised that they were not covering the costs of staging the screenings. Plans were in place to reduce staffing costs and increase marketing.
- 272. INSURANCE SETTLEMENT**
The Town Clerk presented the final account as provided by Zurich Insurance.
It was **proposed** by Cllr Press
Seconded by Cllr Fearon
RESOLVED: to accept the final account and arrange for settlement.
- 273. HISTORICAL SALES ANALYSIS**
The Picture House Manager reported on the presented figures with Alternative Content supporting poor cinematic screenings due to the lack of quality content and the hot summer. The sales from the bar, both kiosk and stand-alone, boosted secondary income beyond the takings of last year.
- 274. BOOKING S POLICY**
The Town Clerk reported that a policy was close to submission to full council with the Chair of the Bookings sub-committee to decide.
- 275. DATE OF NEXT MEETING**
28th October 2013 at 7.30pm in the Greenwood Room.

Meeting finished at 8.45pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE held 25th November 2013

MINUTES

PRESENT : Councillors: Press (Chair), Boggis, Fearon, Halewood, Hodgins & Yorke.

Also present: R. Fozard (Picture House Manager), Duncan Watson & Kate Higham (Friends of the Picture House).

HRTC Clerk: J Boom

365. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

None were received.

366. MEMBERS INTERESTS

None were declared at this time.

367. To report on matters arising from the minutes of meeting held 23rd September 2013 not itemised on this agenda.

None noted at this time.

368. FRIENDS OF THE PICTURE HOUSE

The Friends reported on a successful Poster Sale/Open Morning/Raffle at the Picture House which raised £800.00. The Friends had agreed to generously purchase a Poster Light Box for the Picture House with these funds.

The Friends asked if an additional Elevenses screening could be organised each week, the Picture House Manager confirmed that the Programmer was able to arrange this if he felt the programme would support this.

The Friends highlighted their continued desire to gain voting rights on the Picture House Committee and were advised that this would be considered when the Delegated Powers of the Committee were reviewed at the Full Council Meeting of 4th December 2013 and were asked to submit a paper to support this request.

369. ACCOUNTS

The Clerk presented draft six monthly accounts which showed a trading loss for the period. The following was highlighted: reduced ticket sales due to unfavourable summer trading due to weather and poor content. Increased costs were also identified in Staff Salaries and increased royalty charges by distributors.

- 370. BUDGET 2014/15**
The Clerk presented project proposals with explanation by the Picture House Manager.
It was **proposed** by Cllr Boggis
Seconded by Cllr Press
UNANIMOUSLY RESOLVED: to request £20k from the Town Council to support the Picture House Capital Budget to deliver a refurbished Kiosk, stock rooms and to install energy efficient lighting in the Picture House Auditorium.
- 371. ROSS CRANSHAW PROPOSAL**
It was **proposed** by Cllr Press
Seconded by Cllr Halewood
RESOLVED: that the proposal be accepted with the Picture House Manager having final control of content. The Friends of the Picture House should be included in the production.
- 372. BINS**
It was **proposed** by Cllr Press
Seconded by Cllr Hodgins
RESOLVED: that as per the enclosed paper users of the Picture House Bin store be asked, following three months' notice, to discontinue use of the store and to find alternative arrangements. Additionally to establish a waste management programme involving tenants who will be invoiced according to use.
- 373. MARKETING**
The Picture House Manager highlighted technical issues with 'live screenings' and the developing protocol to deal with problems beyond the control of the Picture House. Assistance from the National Media Museum was proving valuable.
Discussions took place regarding supporting the marketing of the Picture House and its content with suggestions to be worked up for the next meeting. Cllr Halewood offered his experience in developing this.
- 374. DATE OF NEXT MEETING**
16th December 2013 at 7.30pm in the Greenwood Room.

Meeting finished at 9.25pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE

Held Monday 16 December 2013

MINUTES

PRESENT: Councillors: Press (Chair), Boggis, Fearon, Halewood, Hodgins & Yorke.

Also present: R. Fozard (Picture House Manager), Jonny Courtney (Picture House Programming & Marketing Officer) Duncan Watson & Kate Higham (Friends of the Picture House).

HRTC Clerk: E Green

410. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllr Davenport.

411. MEMBERS INTERESTS

None were declared at this time.

412. To report on matters arising from the minutes of meeting held 25th November 2013 not itemised on this agenda.

It was updated that further to minute 368 and in accordance with minute 393 the request for the Friends of the Picture House to have voting rights was declined.

413. FRIENDS OF THE PICTURE HOUSE

The Friends reported on the Christmas Raffle which has raised £800 so far with tickets still to be sold in the coming week.

414. BUDGET

It was updated that the proposed budget of £20,000 for capital works programme had been agreed by the Strategy & Review Committee, passing the recommendation to full council for consideration in the final round of budget setting.

415. WASTE DISPOSAL & RECYCLING

It was updated that the residents, tenants and management company of Butlers wharf had been notified that as of the 28th February they would no longer be able to store their waste receptacles in the Picture House Bin Store and that they must find alternative suitable accommodation for these.

416.

PICTURE HOUSE PRICING STRUCTURE REVIEW

Following a presentation by the Picture House Manager and a lengthy discussion.

It was **proposed** by Cllr Press

Seconded by Cllr Fearon

RESOLVED: That a price increase of 50p per ticket be implemented from the 1st February 2013. Hence the new prices would be:

Adult £6.50

Concession £5.50

Eleveners £5.50

There will be no change to the cost of a child's ticket which will remain at £5.00.

417.

PICTURE HOUSE MARKETING

Following a lengthy discussion.

It was **proposed** by Cllr Press

Seconded by Cllr Yorke

RESOLVED: that Rebekah Fozard, Jonny Courtney, Cllr Halewood, Russell Horn and Jason Boom meet to discuss the types of marketing activity which would be suitable for the Picture House and from this meeting, for Rebekah Fozard and Jonny Courtney to draw up a marketing strategy to be presented at the March Picture House Committee meeting.

It was **proposed** by Cllr Yorke

Seconded by Cllr Halewood

RESOLVED: For the Clerk to consider how marketing could be supported at the Picture House what budget this may require and how this could be incorporated in to the overall budget.

418.

DATE OF NEXT MEETING

20th January 2014 at 7.30pm in the Greenwood Room.

Meeting finished at 9.10pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE

Held Monday 24th FEBRUARY 2014

MINUTES

PRESENT: Councillors: Press (Chair), Boggis, Fearon & Hodgins.

Also present: R. Fozard (Picture House Manager) & Duncan Watson (Friends of the Picture House).

HRTC Clerk: J Boom

522. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS
Apologies were received from Cllr Davenport, Halewood & Yorke.

523. MEMBERS INTERESTS
None were declared at this time.

524. MATTERS ARISING
The Clerk reported that the Marketing Report due at the end of March would now be available for the meeting dated 28th April.

525. FRIENDS OF THE PICTURE HOUSE
Duncan Watson reported on a £1200 being raised at the Christmas Raffle and up-coming events on the 30th March (Spring Clean), 26th April (Open Day) and the 18th May (Staff Area decorating). Works was continuing on how the Friends can help support the Picture House to encourage appropriate use of the Picture House.
The Friends are also collaborating on a piece of press coverage telling users what makes the Picture House Special.

526. HISTORICAL SALES ANALYSIS
Improved trading in November, December & January was reported with tickets, kiosk and alcohol sales strong. The basic figures need further analysis and it is hoped the new accounting system will provide this analysis.

527. PICTURE HOUSE UNIT 3
The Committee discussed the proposal from the owners of The Milk Bar.
It was **proposed** by Cllr Press
Seconded by Cllr Boggis
RESOLVED: that the Milk Bar be offered a trial 6 month period where the items excluded from their lease be allowed to allow both sides to consider the impact. Upon completion of this trial council to consider a formal variation of the lease.
The committee also provided suggestions to the operators regarding their store.

528. WASTE DISPOSAL & RECYCLING

It was **proposed** by Cllr Boggis

Seconded by Cllr Fearon

RESOLVED: that the Picture House bin store be solely for the use of the Picture House and its tenants.

529. AUTISM FRIENDLY SCREENINGS

The Picture House Manager outlined this new initiative encouraging new users in a friendly, comfortable environment.

The committee welcomed this initiative and look forward to it developing.

530. DATE OF NEXT MEETING

24th March 2014 at 7.30pm in the Greenwood Room.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE Held Monday 24th March 2014

MINUTES

PRESENT: Councillors: Press (Chair), Boggis, Fearon, Halewood, Hodgins & Yorke.

Also present: R. Fozard (Picture House Manager) & Kate Higham (Friends of the Picture House).

HRTC Clerk: J Boom

575. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllr Davenport & Duncan Watson.

576. MEMBERS INTERESTS

None were declared at this time.

577. To report on matters arising from the minutes of meeting held 24th February 2014 not itemised on this agenda.

The Clerk advised that the Milk Bar had accepted the trial period for the sales of American Confectionary having been advised by letter of the terms.

The Clerk advised that the planned changes to waste management had taken place with internal dual compartment bins due for delivery as well as the established staff recycling and the removal of recyclable waste.

The Picture House Manager advised that the Autism Friendly Screening had been well publicised and that a good attendance was hoped for.

578. FRIENDS OF THE PICTURE HOUSE

Kate Higham informed the meeting that the Friends had agreed to fund the purchase of internal recycling bins through their fund raising. Plans for the Spring Clean and the Poster Sales were proceeding well with volunteers ready to help with refreshments, fund raising and signing up new members.

579. HISTORICAL SALES ANALYSIS

The Picture House Manager presented the latest figures with February showing the highest Net Box Office Income on record. Analysis showed the Picture House operating ahead of last year in all areas with the exception of attendance with streaming events generating higher turnover per head.

Cllr Fearon raised the issue of niche films receiving too many screenings for a small audience return.

580. TOUR de FRANCE

The Picture House Manager advised the meeting of the planned 4 to 6 themed features to be screened in the run up to the event.

Staffing was proving problematical for the day of the race with availability poor, the Picture House Manager to contact all staff to ascertain availability.

The Clerk advised the meeting of plans to secure the stream for the Picture House to use.

The Friends offered to attend and support the event.

581. PICTURE HOUSE HIRE FEES 2014-15

The Picture House Manager presented recommendations to the committee highlighting issues with staff charges, inaccuracies and inconsistencies with charges on non-commercial hires.

It was **proposed** by Cllr Press

Seconded by Cllr Halewood

RESOLVED: to set staff charges at £12.00 per hour plus VAT and to adopt the alterations to the charges as recommended by the Picture House Manager.

582. PICTURE HOUSE STAFFING UPDATE

The clerk advised that application packs for the Maternity Cover Post for the Picture House Manager had been circulated and that applications had been received with the deadline for application set as noon on the 28th March.

The meeting was advised that the programmer had tendered his notice to accept a position in London. The notice had regrettably been accepted.

The Clerk and the Picture House Manager led a discussion on the possibilities this development could bring and were asked by the committee to consider marketing, website management and social media as part of the research. The committee request that it be involved in all decisions relating to the replacement of the Programmer in whatever form is deemed to best suit the Picture House.

The Committee wished to place on record its thanks for the work that the Programmer has undertaken while employed at the Picture House.

583. DATE OF NEXT MEETING

28th April at 7.30pm in the Greenwood Room.

Meeting finished at 8.39pm