

EBDEN ROYD TOWN COUNCIL

**Meeting of the PICTURE HOUSE COMMITTEE
Held WEDNESDAY 31 JULY 2024**

MINUTES

PRESENT: Councillors: Butterick, Boden, Howes, Fraser.

Also: Pete Berrisford – Picture House Manager
Maggie Woods – Friends of the Picture House

HRTC Acting Clerk: E Green

- 124. ELECTION OF CHAIR OF THE PICTURE HOUSE COMMITTEE 2024-25**
It was moved by Cllr Fraser
Seconded by Cllr Howes and
RESOLVED: That Cllr Butterick be elected as Chair of the Picture House Committee for the council year 2024-25.
- 125. ELECTION OF DEPUTY CHAIR OF THE PICTURE HOUSE COMMITTEE 2024-25**
It was moved by Cllr Butterick
Seconded by Cllr Howes and
RESOLVED: That Cllr Fraser be elected as Deputy Chair of the Picture House Committee for the council year 2024-25.
- 126. To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs Davenport and Needham.
- 127. To receive members` interests relating to agenda items for this meeting.**
There were no interests declared.
- 128. To report on matters arising from the minutes of meeting held 15 May 2024 not itemised on this agenda.**
There were no matters arising.
- 129. TERMS OF REFERENCE**
The proposed Terms of Reference for the Picture House Committee were considered.
It was moved by Butterick
Seconded by Howes and
RESOLVED: To adopt the Terms of Reference
- 130. FRIENDS OF THE PICTURE HOUSE**
Maggie Woods provided an update the recent of the activities of the Friends.

The Picture House has been recently reassessed as a Cinema of Sanctuary and are awaiting the outcome. Currently HBPH is the only cinema of sanctuary in the UK. The Friends have been continuing with the screenings, the most recent one was on the 21st July where 145 families attended a screening of Despicable Me 4.

The Friends now also organise evenings for young men who are often isolated and in the region of 20-300 guests attend these screenings monthly. They have also been running the Friends kitchen events at Hope.

The Heritage open day will take place on Saturday 7 September between 10am and 12noon. The Friends will present the history of the Picture House, show vintage films and it is an opportunity for the public to meet members of the friends and find out more about their work, They will be promoting this with bunting and banners, on the Heritage Open Day website and on social media.

The friends are also supporting the Pumpkin Trail, the theme of which is Pumpkins at the Pictures.

131. MANAGERS REPORT

The Picture House manager presented his report to the committee. He outlined the good performance in accordance with the cumulative analysis.

The new membership scheme is performing well, and revenue is up on private hires.

However, costs have increased in many areas. The PH Manager explained that he felt the budget was unattainable, given the high targets set, despite forecasts that the industry as a whole would be 20% down this year, given the impacts of the writer's strike.

A request was made for revenue support, which it was felt should have been included in the HRTC Budget, should a more accurate budget have been presented

It was moved by Cllr Buttrick

Seconded by Howes and

RESOLVED: To note the information, and positive trading. In respect of the request for revenue funding it was agreed to monitor performance and it was noted that monies exist in earmarked reserves if ultimately required.

132. FINANCIAL REPORT

Following on from and as part of the discussions relating to the above item the Picture House Forecast was considered and discussed. The PH Manager also presented a predicted forecast to the end of the year.

Cllr Boden suggested that presentation of the accounts be reformatted to better present the information to enable a clearer understanding of the HBPH financial position on a month-by-month basis, this is something that can be considered by the new Finance Administrator.

It was moved by Butterick

Seconded by Howes and

RESOLVED: That the new Finance Administrator work with the Acting Clerk and PH Manager to consider the presentation of the accounts in due course, and to share this for approval by the committee.

133.

LIGHTS, CAMERA, SCREEN 2

The Acting Clerk outlined the current status of the project and highlighted the recent meeting with Page\Park and DCA.

Images of the deterioration of the fabric of the building and maintenance issues were shared in respect of the need to preserve and restore a heritage asset.

A suggested application to the National Lottery Heritage Fund was discussed, this could be supported by DCA. Key elements would include making a heritage asset accessible, restoring a heritage asset and creating opportunity for activity and engagement with a heritage asset, alongside the development of a second screen to provide the much needed, long term, financial stability. The scope of such a project is much more than had previously been discussed, with significant implications in terms of costs and funding.

Following a detailed discussion amongst councillors, there were concerns about the process, how match funding would be obtained, the likelihood of success and the timeline for both the application and works, and how to best define the scope of the works to ensure that what is delivered is what is wanted by the PH Committee.

There was concern that considering the scale of this project, that quarterly meetings did not give sufficient oversight.

It was moved by Cllr Howes

Seconded by Cllr Fraser and

RESOLVED: To invite Page\Park and DCA to a further meeting to clarify outstanding concerns prior to a decision being made. The Acting Clerk will arrange this as soon as possible.

That The Picture House Committee will meet monthly throughout this project, unless it is deemed that a meeting is not required. Additional meetings will take place on the third Tuesday of the month as follows; Addition 17 September, 15 October, 17 December. The November meeting will be on Wednesday 13th November as previously agreed.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE Held TUESDAY, 17 SEPTEMBER 2024

MINUTES

PRESENT: Councillors: Butterick (Chair), Fraser, Howes and Needham

Also: Pete Berrisford – Picture House Manager
Maggie Woods – Friends of the Picture House

HRTC Acting Clerk: E Green

HRTC Administrator: R Cox (Minutes)

173. To receive apologies for absence and any substitutions.
Apologies were received from Cllrs Boden, Davenport and Matthias

174. To receive members' interests relating to agenda items for this meeting.
None were received at this meeting.

175. To report on matters arising from the minutes of meeting held 31 July 2024 not itemised on this agenda.

It was moved by Cllr Howes
Seconded by Cllr Butterick and
RESOLVED: to note there were no matters arising.

176. FINANCIAL REPORT
The Picture House Manager reported that July and August figures were on track, and have been supplemented by a £8,000 refund from the electricity supplier. It is envisaged that the Winter season will be better than previously forecasted.

It was reported that the Heritage Day was a success and that 120 people attended the screening of The Goonies. The Junior screenings have been successful and is attracting audiences from surrounding areas.

The Acting Clerk reported that the new Finance Administrator would be looking at how future accounting is presented and that having transferred to accrual accounting in this financial year, this will ensure that all expenditure is accounted for in the correct financial year. Suggestions for the presentation of accounts will be shared with the committee in due course.

Cllr Needham agreed the accrual accounting is important to give a true indication of the financial position. It was suggested that all sections show a sub-total cost and then a final cost. This would show clear costings. It was noted that these are positive changes.

It was moved by Cllr Needham

Seconded by Cllr Butterick and

RESOLVED: the Acting Clerk would feed back all suggestions to the Financial Administrator and present suggested new formats to the committee in due course.

177. LIGHTS, CAMERA, SCREEN 2 – PAGE\PARK & DCA

Cllr Butterick reported that the Page\Park and DCA meeting was very informative and that they had clearly addressed all questions asked. The stages of the process were outlined. In order to submit an Expression of Interest to the National Lottery Heritage Fund Page\Park would develop a full options appraisal. This would be instrumental in allowing council to better define its objectives by fully understanding the options and associated costs of development.

Cllr Needham suggested that council needed to take time to be clear about its objectives and what it wanted to achieve.

Cllr Howes commented that the objectives are clear, based on a large amount of work and public consultation that has already been undertaken. What the council now need is the opportunity to explore the viability and feasibility through consideration of a range of costed proposals. Cllr Fraser supported this.

It was discussed that the project now needs to move forward with expert advice and support to inform decisions on the future of the project to be made.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

RESOLVED: to appoint Page\Page and DCA to develop a full options appraisal and Expression of Interest to be submitted to the National Heritage Lottery Fund and to approve fees of £19,000 plus additional expenditure of a quantity surveyor approx. £2,000. Once a decision is made by the National Heritage Lottery Fund councillors will decide whether to advance the Development Application stage.