

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PICTURE HOUSE COMMITTEE held 15<sup>th</sup> May 2024**

#### **MINUTES**

**PRESENT: Councillors: Butterick (Chair), Boden, Davenport and Howes**

**Picture House Manager: Pete Berrisford**

**Acting Clerk: Emma Green**

**Administrator: Rebekah Cox (minutes)**

**Friends of the Picture House: Donna Sidonio**

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

Apologies were received from Cllr Fraser and Cllr Matthias.

**502. To receive members' interests relating to agenda items for this meeting.**

No interests were declared at this time

**503. To report on matters arising from the minutes of meeting held 14<sup>th</sup> February 2024 not itemised on this agenda.**

In respect item 388 – due to capacity this matter has not been progressed and this action will be carried over.

**504. FRIENDS OF THE PICTURE HOUSE**

An update on activities of the Friends of the Picture House was received.

Donna Sidonio has been appointed as secretary for FOPH. AGM took place 2 weeks ago on the 4th May. This was a successful meeting reaching wider friends. The Q&A was very positive.

Making Friends project for refugees and asylum seekers continues next screening will be Garfield on Saturday. The Making Friends Kitchen, has been very successful. This has taken place in Halifax and they are seeking another suitable venue locally to hold the next event.

Film Friends is a project to support people who can't access cinema due to finances. Vouchers for this has been sourced from the FOPH and are given out at food hubs. These have been very popular.

FOPH have formed a good relationship with Pete and continue to work closely with him. Fund raising has proved successful through the Christmas raffle and poster sales. This has funded a laptop for the cinema to help with Q&As.

Cllr Butterick congratulated FOPH for their fantastic outreach projects.

## **505. FINANCIAL REPORT**

The Picture House Cumulative Analysis and Year End Accounts 23/24 was presented.

The forecast for this period has not yet been produced, this is on hold due to look at transferring to new software for accounts.

The Picture House Manager gave an overview of the strong financial results, giving credit to his team. The moderate increase in ticket sales had been well received. The team continue to deliver an excellent service which promotes repeat custom.

Cllr Butterick congratulated the Picture House Manager and his team for all their hard work.

Cllr Butterick raised an email he had received which asked about the requirement for a second screen given the strong standing position. The Picture House Manager outlined the requirement to futureproof given the demands of distributors, distributors owning their own platforms and the shortening theatrical window

Cllr Howes reported that the consultation was expertly handled. The level of detail and presentation dove tailed together well. Every question was expertly handled, and everyone left the room confident and in support. Well done to Emma and Pete.

Cllr Boden noted that the second screen would give more choice, flexibility and financial viability and offering a better service.

## **506. MANAGERS REPORT**

The Picture House Manager gave a report on recent actions and activities at the Picture House.

Trading finished 23/24 with 50k worth of admits and the Film Festival was the highest recorded. For the first time PH have turned over half a million in revenue, with the highest operating profit on record. With rising energy costs and being an employer who pay the wages in accordance with the Living Wage Foundation, credit must go to the team and the positive attitude shown over the changes implemented over the last couple of years.

An overview of 23/24 big hitters were shared with Barbie and Oppenheimer at the top. For 24/25 there doesn't look to be any big films to match this. Pete hopes that the children's films will make up for this. Screening commercial films allows access to art house films. The dementia friendly screenings have done well, this was also funded with a small grant from Calderdale, who also provided help with marketing.

The Film Club doing well within the community and numbers have been increasing. Fright Night is a way to attract younger viewers. The Mayor's charity screening of The Wizard of Oz went well. The Wild Water screenings have been a great success and with help from Louise from Film Festival leading the Q&A, this was received positively. The Pennine Crop Share also did well, attracting 300 people. The Front of House Manager helped with meetings sharing her knowledge.

Following the pay increase for team members on scale 2 i.e. Ushers and Cleaners, Pete would like to suggest that there is a review of the pay scales within the team, to reflect the responsibilities associated with each role. Projectionists and Duty Managers to increase to SCP9. LM to SCP 10. Front of House to SCP14. In addition to this the to move Head Technician/ Projectionist to SCP18 and make role full time position, which will also have responsibility for Health and Safety and maintenance. As this is a significant change to the job description, this will be internally advertised.

It is the perfect time re-launch the membership offer to gain higher level of members (currently less than 300). This would be a great time to reward the regular customers following the price increase on seniors/ discount price cards last month. To double the ticket discount on standard tickets and live arts, this offer would be valid to current and new members and would encourage repeat custom.

It was moved by: Cllr Boden

Seconded: Cllr Davenport and unanimously voted

**RESOLVED:** That the pay of Projectionists and Duty Managers to increase to SCP9. LM to SCP 10. In addition to this to develop the role of the Head Technician/ Projectionist, making this a full-time position, which will also have responsibility for Health and Safety and maintenance and to increase pay to SCP18 to reflect increased responsibilities. As this is a significant change to the job description, this will be internally advertised.

Also to agree to support the re-launch of the membership offer.

## **507. SCREEN TWO PROJECT**

The Acting Clerk gave an update including appointed consultants, fee proposals, indicative costs.

We have moved on a little bit but don't know what capacity we have for future progression due to extra working commitments at the Town Council.

Asbestos quotes have been received and these have highlighted the need for scaffolding to give appropriate access. Scaffolding would need to be erected at rear of balcony and one at the front.

Cllr Butterick noted that the asbestos work would need to be carried out regardless of whether screen 2 goes ahead or not as there is no management survey currently in place. Should the survey take place and if decontamination is required, it will take place alongside contraction of second screening.

Quantity surveyor quotes for fully accessible cinema has been received and shared. These are increased extra costs. We would need to consider the next steps and these must be realistic and transparent. The inclusion of accessibility and may open more funding opportunities. Appointments lined up with funding specialist – Community Access Fund and Heritage Funding. It needs to be a viable and achievable project.

Cllr Boden noted that with revised costs not being affordable external funding would be necessary for this to proceed. External funding must be sought. Proceed with project in parallel. Committees caution was noted.

Cllr Howes asked can the accessibility be phased?

Full fee proposal received for ARC Consultancy – the fees are phased. This means we can proceed with his expertise at each stage.

Professional fees proposal were presented for information only at this time.

Public consultation was a success. Consultation is now closed with 900 responses. 66% say yes, 10% say no. We need to take full analysis of all information received. A number of frequent questions have been raised. A FAQ fact sheet is now available.

Cllr Butterick expressed thanks to Emma for taking on consultation and extending thanks to Pete for excellent job.

Accessibility drawings were shared. Lift locations must be explored. Architects' ideas would be welcome.

Community Assets Fund – finishing detailed business case. Expression of interest has been submitted. Future actions: to meet with Architects used at Hyde Park. Anna to do applications on our behalf.

Cllr Boden noted that money for phase one and money in reserves for phase two. Urgent consideration to accessibility funding.

During the consultations EG and PH was approached by a semi-retired Project Manager offering his help on volunteer basis, as a consultant. He would be happy to attend meetings. He would keep neutral but would be helpful with knowledgeable. Positive impression. Will keep neutral.

It was moved by: Cllr Butterick

Seconded: Cllr Howes unanimously voted.

**RESOLVED:** for Acting Clerk to continue with meetings and to progress where necessary (through agreement with Chair). To accept voluntary help from semi-retired Project Manager.

The meeting finished at 8.29pm.