

**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 21<sup>st</sup> 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 13<sup>th</sup> 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.

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE Held TUESDAY, 13 NOVEMBER 2024

#### MINUTES

**PRESENT:** Councillors: Butterick (Chair), Fraser, Howes and Morse.

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

Minutes: HRTC Acting Clerk: Emma Green

**258. To receive apologies for absence and any substitutions.**  
Apologies were received from Cllrs Davenport and Matthias with Cllr Morse substituting.

**259. To receive members' interests relating to agenda items for this meeting.**  
No interests were received at this meeting

**260. To report on matters arising from the minutes of meeting held 17 SEPTEMBER 2024 not itemised on this agenda.**  
There were no matters arising

**261. TERMS OF REFERENCE**  
The Terms of reference were noted for information.

**262. COMMITTEE VACANCY**  
It was noted that following a resignation from Council and a resignation from the committee that there were now two vacancies. These will be filled by nomination and election at the next meeting of the Full Council.

**263. FRIENDS OF THE PICTURE HOUSE**  
The friends of the Picture House provided the committee with an update as to their activities.

Their thanks was noted for the Acting Clerk keeping them up to date with the plans for the second screen and noted that they had enjoyed being involved with the Pumpkin Trail.

Making Friends is especially busy with lost going on between now and Christmas, with two screenings, and a Christmas party – invitation extended to committee.

The Friends continue to provide Picture House vouchers to local people in which are distributed via various support groups.

The annual raffle is being launched at the Christmas Lights switch on.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to note thank for their continued work and support.

**264. MANAGERS REPORT**

The Picture House Manager provided an overview of the recent activity at the Picture House, noting a strong October.

It was suggested that the membership offer could include such as an early release window for advance ticket sales.

It was moved by Cllr Howes

Seconded by Cllr Butterick and

**RESOLVED:** to note the information

**265. LIGHTS, CAMERA, SCREEN 2**

A draft report from Page\Park was presented. This outlined some of the elements to be included in the full options appraisal.

It was moved by Cllr Howes

Seconded by Cllr Fraser and

**RESOLVED:** That a public statement should be made about the project and the ambition to apply for Heritage Lottery Funding.

**266. FINANCIAL REPORT**

It was reported that October had been a strong trading month with a number of private hires. It is hoped that the next few months will also have high ticket sales as a number of key releases are screened such as Paddington. This puts the Picture House in a much better financial position than earlier this year.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** To note the information

**267.**

**BUDGET REQUEST 2025-26**

The draft budget as considered for the year 2025-26.

It was suggested that some lines be refined to ensure a realistic budget. For example, the NJC pay award changing from 2.5% to 5% and the inclusion of a line for capital/maintenance works, should the screen 2 project not progress.

Options to increase revenue were discussed such as an increase on ticket and kiosk prices.

The option of a Family Ticket was discussed and the Picture House Manager will look into this.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to circulate the revised budget to the committee via email to enable a request to be made to Full Council for revenue support.

Meeting finished at 9:10pm



## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PICTURE HOUSE COMMITTEE Held TUESDAY, 17 DECEMBER 2024**

#### **MINUTES**

**PRESENT:** Councillors: Butterick (Chair), Fraser, Howes, and Morse.

Also: Pete Berrisford – Picture House Manager

Minutes: HRTC Town Clerk: Emma Green

**308. To receive apologies for absence and any substitutions.**  
Apologies were received from Cllrs Davenport.

**309. To receive members interests relating to agenda items for this meeting.**  
No interests were declared.

**310. To report on matters arising from the minutes of meeting held 13 November 2024 not itemised on this agenda.**  
In respect of item 262,  
It was moved by Cllr Howes  
Seconded by Cllr Butterick and  
**RESOLVED:** to fill the vacancy at the next meeting of the Full Council.

**311. FRIENDS OF THE PICTURE HOUSE**  
No representative was able to attend.

**312. MANAGERS REPORT**  
The Picture House Manager gave an overview of the current trading including the top 10 films of the year to date and the impact of the screening dates in respect of the contribution to revenue.  
  
The success of memberships was discussed.  
  
Special screenings included Fright Night Q&A with local director, a partnership screening with Andy's Mans Club, Dementia Friendly, Friends of the Picture House. £2 classics are selling well.

It was encouraging to see significant gains being made in the family market with films such as Paddington in Peru averaging 202 per matinee screening, taken from week of release.

The Picture House was re awarded the accolade of Cinema of Sanctuary, thanks was noted to the ongoing hard work and dedication of the Friends of the Picture House to drive this initiative.

It was moved by Cllr Fraser  
Seconded by Cllr Morse and  
**RESOLVED:** to note the information.

**313. LIGHTS, CAMERA, SCREEN 2**

The latest visioning study from Page\Park was presented and considered.  
It was moved by Cllr Butterick  
Seconded by Cllr Howes and  
**RESOLVED:** that councillors should take time to consider the document and send any questions to the Clerk who will send them to Page\Park in one document.

That a separate meeting will be held early in the new year to consider messaging and consultation – clerk to circulate dates.

A staff consultation event will be held early in the new year.

The Clerk will advise of timescales of the preparation of the EOI submission.

**314. FINANCIAL REPORT**

The forecast was considered. The current financial position of the Picture House is encouraging particularly as we approach the busy winter season.

It was moved by Cllr Butterick  
Seconded by Cllr Howes and  
**RESOLVED:** to note the information and to thank the Picture House manager for his continued work.

**315. BUDGET 2025-26**

The draft budget for 2025-26 was discussed. It was noted that there was a deficit which could potential be addressed by a number of actions.

It was moved by Cllr Butterick  
Seconded by Cllr Howes and  
**RESOLVED:** to approve the draft budget with the following amendments;

- The removal of the £25k maintenance budget.
- Implementation of increase in ticket prices of as previously presented.

- Consider changes to role structure and to bring back costs for consideration.

Meeting finished at 9:15pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE Held TUESDAY, 7 JANUARY 2025

#### MINUTES

**PRESENT:** Councillors: Butterick (Chair), Fraser, Hedges, Morse, and Young.

Also: Pete Berrisford – Picture House Manager

Minutes: HRTC Town Clerk: Emma Green

- 336. To receive apologies for absence and any substitutions.**  
Apologies were received from Cllrs Davenport and Cllr Howes with Cllr Hedges substituting.
- 337. To receive members interests relating to agenda items for this meeting.**  
No interests were declared.
- 338. To report on matters arising from the minutes of meeting held 17 December 2024 not itemised on this agenda.**  
There were no matters arising.
- 339. LIGHTS, CAMERA, SCREEN 2 – CONSULTATION**  
The committee considered the visioning study and received an update as to the process for submitting the expression of interest to the National Lottery Heritage Fund.
- It was moved by Cllr Morse  
Seconded by Cllr Butterick and  
**RESOLVED:** To ensure that the consultation results from the 2023/24 are formatted for display/circulation, and to create a strategy to ensure that all key stakeholders, including staff, tenants, Friends of the Picture House, Disability Access Forum, and customers, can continue to be effectively consulted.
- 340. LIGHTS, CAMERA, SCREEN 2 – MESSAGING**  
The committee considered the appropriate messaging for social media/press releases in respect of the Expression of Interest to the National Lottery Heritage Fund and Visioning Study from Page\Park.

The committee considered a suggestion from the Picture House Manager regarding the provision of a Warm Space at the Picture House which would provide a positive message.

It was moved by Cllr Morse  
Seconded by Cllr Buttrick and

**RESOLVED:** That the Town Council will fund monthly free screenings, as an extension of the existing dementia friendly screenings, which will be branded as warm spaces. This will be a free showing of a classic film with complimentary tea and coffee. This will be funded using the allocated Screen 2 budget, linking in with consultation, strengthening the position in the community and continued consultation. These screenings will be reviewed in April.

In addition, staff will receive a further update regarding the current position.

**341.**

**BUDGET 2025-26**

The budget was presented for the year 2025-26.

It was moved by Cllr Butterick  
Seconded by Cllr Morse and

**RESOLVED:** To approve the budget, with no request for financial support from HRTC.

Meeting finished at 9pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PICTURE HOUSE COMMITTEE Held WEDNESDAY, 5 FEBRUARY 2025

#### MINUTES

**PRESENT:** Councillors: Butterick (Chair), Fraser, and Howes.

Also: Kate Higham & Maggie Woods

Minutes: HRTC Town Clerk: Emma Green

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

Apologies were received from Cllrs Davenport, Morse and Young.

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

There were no members interests received.

**393. To report on matters arising from the minutes of meeting held 7 January 2025 not itemised on this agenda.**

There were no matters arising.

**394. FRIENDS OF THE PICTURE HOUSE**

The committee received a report on the ongoing significant work of the Friends of the Picture House, including Film Friends, the successful Christmas Raffle that raised over £3000.00, the reaccreditation of Cinema of Sanctuary, and future plans to work with the Hebden Bridge Film Festival and Hand Made parade.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to thank the Friends of the Picture House for their ongoing commitment and support.

**395. MANAGERS REPORT**

The committee received a report highlighting key activities over the past month, including the very well received Warm Spaces initiative, and plans for the forthcoming significant dates such as Valentines and International Women's Day.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to note the information

**396. STAFFING MATTERS**

A report was presented including an update on potential voluntary redundancy, and a request for permanent hours contracts as advised by Peninsula. Discussion ensued about the new Bright HR system and how this would assist in tracking and managing hours and absence. It was noted that all appraisals will aim to be completed by 1<sup>st</sup> April.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** that once Bright HR has been operational for two to three months to undertake a full audit of staff with support from peninsula including hours.

It was also agreed that for operational staff a supervision process, would be more appropriate than formal appraisal. The clerk will implement this with the Picture House Manager.

**397. FINANCIAL REPORT**

Councillors noted that trading had been stronger than expected in January given the adverse weather conditions. The forecast has not yet been prepared and will be circulated once available.

**398. LIGHTS, CAMERA, SCREEN 2**

Indicative figures for to be used as a basis for the NHLF expression of interest were tabled. The next steps and process were discussed and the timeline for public consultation and communications.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to approve the figures for use in the expression of interest. The final expression of interest document will be circulated by email for approval before submission.

Meeting finished at 8:40pm