

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the PICTURE HOUSE COMMITTEE Held WEDNESDAY, 14 MAY 2025**

#### **MINUTES**

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

Also: Pete Berrisford – Picture House Manager

HRTC Clerk: E Green

**535. To receive apologies for absence and reasons for absence, and any substitutions.**

Apologies were received from Cllrs Davenport & Howes with Cllr Macdonald substituting.

**536. To receive declarations of members interests relating to agenda items for this meeting and any requests for dispensation.**

There were no interests reported at this meeting.

**537. To report on matters arising from the minutes of meeting held 22 April 2025 not itemised on this agenda.**

There were no matters arising.

**538. FRIENDS OF THE PICTURE HOUSE**

The Friends provided a report of their activities.

The Town Clerk had attended the last meeting of the Friends to update on the NLHF project, this was welcomed by the Friends.

Making Friends screenings had been held for the Minecraft movie and there is one planned for Lilo and Stitch later this month. Making Friends are also taking part in Hand Made Parade on 22 May.

The Friends Kitchen project is ongoing both in Halifax and at Todmorden college, and the Friends are working on enabling asylum seekers to take part

Heritage Open Days are due to take place in September and will be arranged with the PH Manager.

**539. HBPH MANAGERS REPORT**

The PH Manager reported an increased revenue on all areas, box office. attendance, retail and memberships.

There have been a number of successful special screenings, such as Paul Merton, Home Ground and Fright Night. For Refugee Week the Picture House will be showing Human Flow, with a Q&A.

The film quiz will launch on Sunday 18 May, this is held prior to the Film Club screening and is a fun and interesting way to increase customer engagement. Feedback from the first event will be considered to allow the event to grow.

Calder High School Awards will take place on 19 June.

Lilo and Stitch is being taken from the week of release, to support promotion a drawing competition has been launched and flyers sent to the local schools.

New coffee machine to be plumbed in by 23<sup>rd</sup> May.

No signs of resistance in respect to price increases.

The Picture House Manager sought approval to stock Palestine Cola following a request made by Halifax Friends of Palestine

**RESOLVED:** To note the information in the report, and to stock Palestine Cola and monitor sales with regard to ongoing stocking of the product.

**540. FINANCIAL REPORT**

The clerk reported on the status of income, expenditure and monies banked.

**RESOLVED:** to note the information.

**541. PARKING PROVISION**

It was reported that there had been an increase in vehicles parked at the Picture House that were not either staff or customers. This create issues for special guests or hirers who are unable to unload equipment, and also for staff trying to park and start their shift on time. If staff need to park away from the Picture House, there are also safety concerns for them returning to their vehicle safely late at night. Letters have been issued; however, these are largely ignored. It is not felt appropriate to implement a system of fining or clamping due to the nature of the business, as such as bollard system was discussed.

**RESOLVED:** to approve £1800.00 for the installation of parking bollards, Ans to install new signage which states Private Parking.

**542. VAT ARRANGEMENTS – UNITS 1&3**

The Clerk presented findings of a recent assessment by an external VAT consultant. It is recommended that the Council Opt to Tax units at HBPH to ensure that should the Heritage Fit for the Future project progress, the Town Council would be able to reclaim the full amount of VAT paid. It was acknowledged that if current tenants were not VAT registered then this could create a liability.

**RESOLVED:** To Opt to Tax both retail units at the HBPH and to approve a budget of £750 to complete this process using specialist VAT consultants PSTax who have an established relationship with the SLCC.

**543. HBPH – A HERITAGE FIT FOR THE FUTURE**

The clerk reported on a recent meeting with DCA and Page Park in respect to the next steps of the National Lottery Heritage Fund application. It was discussed that the next phase would require the development of several documents including an outline business plan and activity plan. Council discussed that if the development application was approved then the NLHF procurement procedure will have to be followed as well as the Councils own Financial Regulations.

**RESOLVED:** as follows;

- Approved to proceed to next stage of the development application.
- In accordance with Financial Regulation 5.12iii, to approve the fee of £5325.00 for Page Park to develop their concept plans to a full design, refine the quote from the quantity surveyor and support consultation.
- In accordance with Financial Regulation 5.8, to seek three quotes for the delivery of the Development Application to include supporting consultation, developing the outline business plan, develop the activity plan, draft supporting documents and draft and finalise the application.

**544. EXCLUSION OF THE PRESS AND PUBLIC**

There was no exclusion of the press and public.

Meeting finished at 8:15pm.