

06 November 2025

To Members of the Council

Dear Sir/Madam



You are hereby summoned to a meeting of the **PICTURE HOUSE COMMITTEE**
(Cllrs: Butterick, Fraser, Harvey, Howes, Morse, Turner and Young)
which will be held in the Greenwood Room in Hebden Bridge Town Hall on
WEDNESDAY 12 NOVEMBER at 7:30pm

Emma Green
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive apologies for absence and reasons, and any substitutions.
- 2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**
To receive declarations of members' interests relating to agenda items for this meeting and any requests for dispensation.
- 3. MINUTES OF THE MEETING HELD 1 OCTOBER 2025**
To report on matters arising from the minutes of meeting held 1 October 2025 not itemised on this agenda. (enc)
- 4. FRIENDS OF THE PICTURE HOUSE**
To receive a report on the work of the Friends of the Picture House.
- 5. HBPH MANAGERS REPORT**
To receive a report from the Manager of the Picture House on operational matters and to decide on actions as appropriate (enc).
- 6. FINANCIAL REPORT & BUDGET SETTING**
To receive the financial report and to consider the budget requirements for 2026-27 and to decide on actions as appropriate, including (enc):
 - a. Ticket pricing
 - b. HRTC Community Contribution
 - c. Marketing
 - d. National Lottery Heritage Fund Development Application.
- 7. HBPH – A HERITAGE FIT FOR THE FUTURE**
To receive information in respect of the Development Application for the Picture House project and to decide on actions as appropriate:
 - a. Application progress to date
 - b. Community & Stakeholder engagement (enc)
 - c. Team engagement activities
- 8. EXCLUSION OF THE PRESS AND PUBLIC**
To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

HEBDEN ROYD TOWN COUNCIL

**Meeting of the PICTURE HOUSE COMMITTEE
Held WEDNESDAY 1 OCTOBER 2025**

MINUTES

PRESENT: Councillors: Butterick (Chair), Fraser, Turner.

Also: Friends of the Picture House: D Sidonio
Picture House Manager: P Berrisford

HRTC Clerk: E Green

239. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Morse, Howes, Harvey & Young.

240. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

There were no members interests reported at this meeting.

241. MINUTES OF THE MEETING HELD 3 SEPTEMBER 2025

There were no matters arising.

242. FRIENDS OF THE PICTURE HOUSE

It was reported that the Heritage open day on 20 September was a great success. People enjoyed the film and the activities.

The FOPH AGM is on Saturday 4 October at 10am and is open to the public.

Making Friends project is continuing, and some guests attended Heritage Open Day.

Funds have accumulated over time, and an idea has arisen to make a film about the cinema to celebrate its heritage and legacy. This will be made by a local film maker, and will include interviews with people who use to come to or work at the cinema. A short teaser will form part of the NHLF application. FoPH will support that work. Expected that teaser will be ready by the end of the year rest of the film a little longer.

243. HBPH MANAGERS REPORT

The manager reported that trading was strong, currently 3646 admissions up on the same point last year equating to 26k increase on box office and £13k on retail. Memberships were still selling strong contributing £4750 in one-year memberships.

Special screenings and heritage were discussed such as use of the 35mm projector to show classic films. Working with partners such as Todmorden

Hippodrome, Riot women and talking picture hires all contribute to the viability of the Picture House.

The Picture House Manager suggested that an Assistant General Manager would support the Picture House as it develops as well as providing a stronger business continuity strategy. This could be an internal promotion.

RESOLVED: That costs be brought to the next meeting of the staffing committee for consideration.

244. FINANCIAL REPORT & BUDGET SETTING

The current years forecast was presented to councillors, despite a downturn against budget during July and August, the attendance is strong, up over 3k admits on the previous year and cash flow is maintained.

The budget for 2026/27 was discussed, items considered included a potential increase in ticket prices, the potential need for revenue support from HRTC and the second screen project.

RESOLVED: That the clerk will work on a budget proposal to bring to the next meeting of this committee for consideration.

245. HBPH – A HERITAGE FIT FOR THE FUTURE

It was reported that the survey is now fully launched, and interaction has been strong. Engagement continues with stakeholders and other key groups. Further engagement is planned for the coming months with drop-in sessions and one to ones. Regular team update sessions are taking place and work is continuing in the application with DCA.

246. EXCLUSION OF THE PRESS AND PUBLIC

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 8.30pm

Hebden Bridge Picture House : Sales analysis based on calendar month sales figures April 2012 to March 2026

monthly production reports for 12m months - either a 4 or 5 week 12m months

(NB from 2012/13-2017/18 data was based on

	FY 2026	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013
FULL YEAR combined box office and local income (net of VAT)	£ 228,868.73	£428,319.47	£400,417.74	£387,013.97	£431,341.16	£44,925.96	£374,601.60	£376,250.16	£368,297.00	£388,599.00	£300,584.30	£284,128.41	£288,477.00	£272,098.00
FULL YEAR average attendance (people per screening / five arts event)	54.0	63.2	66.6	57.6	55.5	73.6	76.4	76.6	77.8	84.2	73.2	80.3	76.6	79.1
Average spend per head at local box office	£ 2.56	2.29	£2.33	£2.14	£1.98	£1.64	£1.75	£1.67	£1.51	£1.28	£1.30	£1.24	£1.23	£1.02

KEY

March 2019 film released on DVD & Blu-ray. Local box office activity interrupted by HBF Activity (see 2019)

2018 film released on DVD & Blu-ray

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7.b.

Heritage Fit for the Future: Month-by-Month Activities Plan

July – August 2025

Engagement Activities

1. Stakeholder Engagement Day with DCA and Page\Park
 - Share the project vision and draft ideas
 - Gather partner input and feedback
2. Staff Workshop & Ambassador Recruitment
 - Workshop with the front-of-house team
 - Appoint Michael as Staff Ambassador

September 2025 – Survey Launch & Early Engagement

Engagement Activities

1. Survey Launch
 - Launch survey in person and online
2. Survey Sharing Communications Pack
 - Sent to stakeholders
3. £2 Screenings – “I ♥ HBPH” Family Activities
 - Include themed activity sheets for children and families
4. Happy Hounds (Saturday 13 September) – *Michael and Emma*
 - Project stall with information and QR code survey link
 - Family-friendly “dog film” game
 - Display of *I ♥ HBPH* drawings and activities
5. Heritage Open Day (Saturday 20 September)
 - Behind-the-scenes tours
 - Local film screening
 - Children's craft workshop with Handmade Productions
 - History talks and archive displays
6. Audience Development Training
 - Lisa attends *Inclusivity and Diversity Screening Days* training

October – November 2025 – Schools & Seniors: “Go to Them”

Engagement Activities

1. International Day of Older People
 - Calderdale Dementia Hub Wellbeing Event
 - Mytholmroyd Community Centre, Wednesday 29 October, 12–2pm – *Lisa and Emma attend*

2. Accessible Screenings Flyer
 - Produce flyer highlighting dementia-friendly screenings and accessibility features
 - Include QR code linking to the survey
3. October Half Term Activities
 - I ♥ HBPH activity Halloween sheets and display boards in foyer
 - Book bag flyer promoting *Spooktober* screenings and survey
4. **In-House Engagement Drop-In – Dates TBC**
 - Public presentations and conversations with Page\Park and DCA
5. One-to-One Engagement with Disability Access Forum at cinema
 - Monday 24 November
6. Project Challenge Engagement with Pete and Ben leading
 - Wednesday 26 November
7. **Schools/Guides Engagement – TBC**

December 2025 – Festive Engagement & Interim Reporting

Engagement Activities

1. Community Presence at Local Events
 - Michael and Sophie to attend Christmas Lights Switch-On events –*23 November and 27 November*
2. Friends of the Picture House Raffle throughout December
 - Promote the project and encourage final survey responses
3. Christmas Memory Tree
 - Invite the community to share memories and hopes for the cinema's future
 - Provide paper tags (baubles, stars, or rectangles), pens, and string/ribbon
 - Sign for display:

"Add your Picture House memory – help shape our project!"

4. Survey Closes – Date TBC

January – February 2026 – Monitoring & Evaluation

Engagement Activities

1. Interim "You Said, We Heard" Summary

"You Said, We Heard" demonstrates how community feedback is shaping the project.

 - Gather feedback from surveys, events, and activities into key themes (e.g. *"You said you'd like more family-friendly screenings"* *"You said the seats are uncomfortable"*)
 - Provide clear responses (e.g. *"We heard this and are exploring..."*)
 - Share via website, social media, e-newsletter, and foyer posters

2. Thank-You Message

- Acknowledge and thank all participants across all channels

3. Transparency & Ongoing Reporting

- Continue publishing “You Said, We Heard” updates
- Ensure the community can see how their input is shaping the project
- Share findings through social media, newsletters, website, and in-venue displays (foyer posters, pre-show slides)