

18 December 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 7 JANUARY 2026 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 3 DECEMBER 2025**  
To report on matters arising from the minutes of meeting held 3 December 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.
- 6. 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. Community & Stakeholder engagement
  - b. Review of draft application form & associated documents  
*To be circulated prior to the meeting*
- 7. FINANCIAL REPORT & BUDGET SETTING**  
To receive the financial report and budget requirements for 2026-27 and to decide on actions as appropriate (to be circulated prior to meeting).
- 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 3 DECEMBER 2025**

**MINUTES**

**PRESENT:** Councillors: Butterick (Chair), Harvey, Macdonald, Turner.

**ABSENT:** Councillors: Howes, Young, Fraser, Morse.

Picture House Manager: P Berrisford

HRTC Clerk: E Green

**356. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Howes with Cllr Macdonald substituting, and Cllrs Howes, Young, Fraser, Morse.

**357. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**

There were no members interests reported at this meeting.

**358. MINUTES OF THE MEETING HELD 12 NOVEMBER 2025**

Cllrs were advised that the new ticket prices had been implemented and information shared widely. There had been no negative feedback to date.

**359. FRIENDS OF THE PICTURE HOUSE**

No report.

**360. HBPH MANAGERS REPORT**

The Picture House Manager gave a comprehensive review of the last months trading. The Picture House is currently tracking up by £2679 against last financial year, with year-to-date figures £26354.50 up on Box Office and £15,713 up on retail. Membership sales are at £10,796 an increase on last year.

An update on special screenings was provided with a number of events coming up over the Christmas period, with Christmas specials and members offers.

It was noted that Paul Merton and Talking Pictures hires have confirmed for 2026.

The Picture House Manager requested the approval of works to be undertaken to move all of our web site to Savoy – currently Savoy host the functionality and link to box office, and the front end is a separate

site. By combining the two this will create a simpler transaction process for guests.

**RESOLVED:** to approve £1500 to upgrade the website.

**361. FINANCIAL REPORT & BUDGET SETTING**

The Town Clerk noted that the unions had submitted a pay claim of 10%, against the budgeted 5%.

**RESOLVED:** That based on historical claims that 5% will be a sufficient forecast and to approve the draft budget.

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

The Clerk provided a report in respect of the Development Application for the Picture House project and to decide on actions as appropriate:

a. Application progress to date

The Town Clerk reported that work was ongoing on the application form. It is expected that the Development Application phase will involve the creation of three posts – two which will be under taken as a fixed term contract for which a brief will be prepared (Project Manager & Fund Raiser, and one to be an internal post for which a Job description will be prepared (Community Engagement)).

**RESOLVED:** The draft application form will be presented to the Full Council for comment and consideration in January, with a submission date of 24 February.

b. Community & Stakeholder engagement.

The clerk reported that engagement events had taken place with Disability Access Forum, The dementia Hub, and Project Challenge. Two open engagement sessions have been planned for 12 January.

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

There was no exclusion of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

Meeting finished 8:34 pm