22 July 2026

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, Macdonald, Morse and Turner)
which will be held in the Greenwood Room in Hebden Bridge Town Hall on
MONDAY 27 JULY 2026 at **7:30pm**

[redacted]

Emma Green
Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE & REASONS**
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 29 JUNE & 14 JULY 2026**
To report on matters arising from the minutes of meeting held 29 June & 14 July 2026 not itemised on this agenda. (enc)

4. **TERMS OF REFERENCE**
To review the revised Terms of Reference and to decide on actions as appropriate (enc).

5. **FRIENDS OF THE PICTURE HOUSE**
To receive a report on the work of the Friends of the Picture House.

6. **MANAGERS REPORT**
To receive a report on operational matters and to decide on actions as appropriate.

7. **FINANCIAL REPORT**
To receive the financial report and to decide on actions as appropriate.

8. **IT UPGRADE**
To consider the quotes and information presented in respect of and IT upgrade, including software and hardware and to decide on actions as appropriate.

9. **A HERITAGE FIT FOR THE FUTURE**
To receive an update and to decide on actions as appropriate.

10. **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

Hebden Bridge Town Hall
St. George's Street
Hebden Bridge HX7 7BY

info@hebdenroydtowncouncil.gov.uk
01422 842181

PICTURE HOUSE COMMITTEE
held TUESDAY 14 JULY 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Butterick, Harvey, Howes, Macdonald, Morse and Turner

Minutes Town Clerk - E Green

ABSENTr
Councillors Frase

MINUTES

26(PH)145	**1.**	**APOLOGIES FOR ABSENCE & REASONS** Apologies were received from Cllrs Fraser
26(PH)146	**2.**	**MEMBERS INTERESTS RELATING TO AGENDA ITEMS** There were no members interests reported at this meeting.
26(PH)147	**3.**	**MINUTES OF THE MEETING HELD 29 JUNE 2026** **RESOLVED:**
26(PH)148	**4.**	**PRIORITIES FOR THE PICTURE HOUSE COMMITTEE** The committee considered the priorities of the Picture House committee and the budget requirements for the 2027-28 budget, and the three-year forecast to 2031. The Picture House Committee have recently received the confirmation of the council being successful with a bid to the NLHF development phase. This will be a core activity of focus over the coming years. The current challenges and possible response were discussed. The main competition, particularly for the family market comes from the Vue in Halifax. The Hebden Bridge Picture House need to play to

		its strengths with a focus on customer experience, and a consistent, well-priced service from the kiosk. There will continue to be a mix of programme, where possible ensuring that new titles are screened in a delivered in a timely manner. The Picture House will also continue to work with the Disability Access Forum and promote its accessible features. The idea of creating loyalty and community pride/ownership of the Picture House was discussed. How do we get people across the community to really engage? RESOLVED: To recommend consideration of the following: • Utilise the Passport to Leisure Scheme as a means of targeting services to people who live in areas of Lower Socio-economic status • Consider a crowd funding application to support the various elements of the project. • Consider a Fundraising venture that promotes people purchasing a something tangible so that they have ownership in the Picture House. • Seek additional funding from HRTC to create a marketing budget, that is able to promote awareness and challenge the competitors. • targeted ticket pricing to attract different target audiences.
26(PH)149	**5.**	**EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution 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 pm.

PICTURE HOUSE COMMITTEE
TERMS OF REFERENCE

Membership: 7 Councillors and Ex-officio

Non-councillor: Non councillors with relevant experience may be invited to join the committee for the purpose of specific projects. Non councillors will not have voting rights.

Quorum: Three Town Councillors with voting rights

Meetings: Four meetings per year (or as required)

1. Introduction

1.1 The aim of this Committee is to ensure the effective operation and long-term strategic vision of the Hebden Bridge Picture House. To achieve this, we will prioritise the delivery of the National Lottery Heritage Fund development phase.

1.2 Hebden Royd Town Council have adopted the following key principles , which underpin the activities of the Hebden Bridge Picture House.

- The Picture House to remain a public building. Adequate mechanisms to be in place to ensure accountability and democratic control with management policies and systems in place to safeguard its financial viability.
- The Picture House, like the Town Council, to strive to be a good employer and the rate of pay to be as a minimum that recommended by the Living Wage Foundation.
- The Picture House to be run in the interest of the whole community, actively promoting services for people from lower socio-economic groups
- The Picture House is to be available for a range community events.
- The Picture House is to maintain a diverse mix of programming, with a warm welcome for all and a distinctive ambience.
- The Picture House is to be strengthened and developed through longer-term strategic development planning.

- The picture House will actively promote and protect the heritage of the building and the heritage skills that are maintained within the workforce

- The Picture House will undertake robust marketing with a view to:
  - extending the reach of the provision into Hebden Royd
  - attracting people from outside of the local area
  - promoting the NLHF development phase
  - promoting the Friends of the Picture House
- All this work will be underpinned by the development of a data strategy.

2. Membership

2.1 The Picture House Committee shall consist of seven Town Councillors to be elected at the first proper meeting following the Annual Meeting of the Town Council, in the year of an ordinary election.

2.2 Committee membership is for the term of the council.

2.3 The Mayor is Ex-Officio on this Committee

2.4 Three members of the Committee shall constitute a quorum.

2.5 The Chair and Vice-Chair are to be elected annually at the first meeting of this Committee (Following the Annual Meeting of the Town Council) and shall hold office for the council year.

2.6 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Picture House Committee will be filled at the next meeting of the Full Council.

2.7 Substitutions are permitted in the event of a member's absence from a meeting of the Picture House Committee. The member unable to attend must arrange their own substitution and notify the clerk by 5pm on the day of the meeting.

3. Meetings

3.1 Four scheduled meetings per year, other meeting may be called if required to consider urgent issues.

3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk or other HRTC officer and circulated for information or approval as appropriate at Full Council meetings.

4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.

4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 To consider and make recommendations on matters relating to the Hebden Bridge Picture House on:

Governance
Staffing matters
Budgetary and financing requirements for major projects.

5.2 To decide on and incur expenditure within budget on:

Day to day management policy
Staffing – existing posts internal recruitment
Repairs and Maintenance
Renovations and renewals
Oversight and decision making regarding major projects.

5.3 To be responsible for all aspects of management and operation of the Hebden Bridge Picture House

5.4 Undertake contract tendering exercise where required as per Financial Regulations on behalf of the Council and make appointments in relation appropriate external contractors to support and deliver on a range of projects and maintenance in alignment with the priorities and principle of the Picture House.

5.5 Ensure a system for Risk Management and Health & Safety are in place for the areas within its control.

5.6 To ensure that staff are provided with appropriate training and support in respect of their roles and responsibilities.

5.7 To liaise with the Staffing Committee as appropriate in respect of recruitment, training and any other HR issues which require support or intervention.

5.8 Develop successful partnerships and work effectively with representatives from local groups and organisations and other authorities.

5.9 To establish to Picture House as a key community asset.

5.10 To consult and engage with the community on projects on behalf of the Picture House.

5.11 Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to licencing and permissions.

5.12 To issue media communication regarding the Picture House and key projects.

6. Review

6.1 The Picture House Committee's Terms of Reference are to be reviewed annually at the first meeting of the Picture House Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or practice.

Hebden Royd Town Council

Hebden Bridge Town Hall
St. George's Street
Hebden Bridge HX7 7BY

info@hebdenroydtowncouncil.gov.uk
01422 842181

PICTURE HOUSE COMMITTEE
held MONDAY 29 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Butterick, Fraser, Howes, Morse and Turner

Minutes Town Clerk - E Green

ABSENT
Councillors Harvey & Macdonald

MINUTES

26(PH)103	**1.**	**APOLOGIES FOR ABSENCE & REASONS** Apologies were received from Cllrs Harvey (attending CEP Forum) and Macdonald (Holiday) **RESOLVED:** to note the apologies and approve the reasons for absence.
26(PH)104	**2.**	**MEMBERS INTERESTS RELATING TO AGENDA ITEMS** There were no members interests reported at this meeting.
26(PH)105	**3.**	**MINUTES OF THE MEETING HELD 6 MAY 2026** **RESOLVED:** To approve the minutes as a correct record. There were no matters arising.
26(PH)106	**4.**	**TERMS OF REFERENCE** **RESOLVED:** that the Terms of Reference are fit for purpose and require no further amendment.
26(PH)107	**5.**	**FRIENDS OF THE PICTURE HOUSE** It was reported that Friends of the Picture House had received an update about the project and a meeting would be held in due course to discuss their involvement. **RESOLVED:** To note the information.

26(PH)108	**6.**	**MANAGER'S REPORT** It was reported that although June had been below budget there was a range of excellent titles due in July and it was expected that numbers would be up. The Cashflow remains solid and additional marketing activity continues. The Picture House continues to screen a number of special interest and community screenings. **RESOLVED:** To note the information.
26(PH)109	**7.**	**FINANCIAL REPORT** The cumulative analysis was considered and the details financial reports will be presented at the next meeting of this committee (and circulated to members as soon as they are available). **RESOLVED:** To note the information.
26(PH)110	**8.**	**REVIEW OF ARRANGEMENTS – UNITS 1&3** The VAT arrangements of the tenants were confirmed. **RESOLVED:** To approve that to move to an 'option to tax' basis and to appoint PS TAX to support the Town Council with this process.
26(PH)111	**9.**	**A HERITAGE FIT FOR THE FUTURE** The committee were informed that the Town Council had been successful in their application for development phase funding from the National Lottery Heritage Fund (NLHF). This is an award of up to £305,325 (79% of the project costs) to fully develop proposals to RIBA stage 3 (approx. 12 months). At this point, if feasible, the Delivery application will be submitted. **Notification of Grant** Councillors noted the Notification of Grant and approved that the Clerk is to proceed with the Permission to Start forms. As part of the project, support will be provided from the NLHF by an NLHF Investment Manager and NLHF Project Manager. **Communications** The press release was amended and approved. **RESOLVED:** to send to the NLHF for their approval and the associated communications plan agreed. The press release is embargoed until 9am Monday 6 July. **Working Group** To enable frequent support and oversight of the project a working group will be established. **RESOLVED:** This group will consist of:

		Cllr Butterick Cllr Turner Cllr Howes Picture House Manager Town Clerk The group will meet biweekly to consider matters relating to the project and to make recommendations to the committee. **Project Team** A number of funded roles will be appointed to support the project: Project Manager Multi-Disciplinary Design Team Business Planning & Activity Consultant Evaluation Consultant Quantity Surveyor Fundraising Consultant **RESOLVED:** Once permission to start has been granted, tenders will be developed in accordance with the procurrent process.
26(PH)112	**10.**	**EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

Meeting finished at 8:30pm.