

23 June 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 29 JUNE 2026 at 7:30pm

A handwritten signature in black ink, appearing to read 'Emma Green', is placed over a rectangular stamp area.

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 6 MAY 2026**
To report on matters arising from the minutes of meeting held 6 May 2026 not itemised on this agenda. (enc)
- 4. TERMS OF REFERENCE**
To review the 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 (enc).
- 8. REVIEW OF ARRANGEMENTS – UNITS 1&3**
To consider the VAT arrangements and option to tax, and to decide on actions.
- 9. A HERITAGE FIT FOR THE FUTURE**
To receive an update in respect of the application 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

Meeting of the PICTURE HOUSE COMMITTEE Held WEDNESDAY, 6 MAY 2026

MINUTES

PRESENT: Councillors: Butterick (Chair), Harvey, Howes, Morse & Turner

ABSENT: Councillors: Fraser,

ALSO: FOPH: D Siddonio

Picture House Assistant Manager: M Bryant

HRTC Clerk: E Green

591. APOLOGIES FOR ABSENCE & REASONS

Apologies were received from Cllrs Fraser. The reasons for apologies (Ill health) were approved.

592. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

There were no members interests reported at this meeting.

593. MINUTES OF THE MEETING HELD 23 FEBRUARY 2026

There were no matters arising.

594. FRIENDS OF THE PICTURE HOUSE

The Making Friends project continues, however as some of the hotels in Halifax have now been closed, the Friends are exploring new ways to support.

The film commissioned by the Friends is now well underway and should be completed by the summer. It was discussed that it would be great to get more young people involved in the film. Cllr Howes and Cllr Butterick suggested that they may support through their existing links with young people.

595. MANAGERS REPORT

The excellent years trading was discussing, with both box office and retail spend up on last year.

The new marketing strategy was highlighted, which aims to develop audiences at either end of the age demographic. The Picture House now has weekly listings and a competition in the Halifax Courier and is developing its social media presence.

There continues to be a wide variety of films and special screenings shown at the Picture House, with a number of repeat bookers such as Paul Merton, Banff and Talking Pictures.

596. FINANCIAL REPORT

The year-end figures were discussed. The presentation and format of the information was considered.

RESOLVED: to review the presentation of the information to ensure that the figures presented to the committee and useful and meaning full.

597. REVIEW OF ARRANGEMENTS – UNITS 1&3

The committee considered the VAT arrangements and option to tax on the units at the Hebden Bridge Picture House. The terms of the lease were noted along with the potential significance in regard to the Heritage Fit for the Future Project or other future restoration projects.

RESOLVED: To clarify the tenants VAT registration position and any potential costs and to consider the timeline in respect to the leases and to bring this information to the next meeting of this committee for a decision to be made.

598. VISUAL STRUCTURAL SURVEY

The visual condition report was considered.

RESOLVED: in line with the recommendations within the report to maintain six monthly inspections of the building, specifically the canter lever balcony supports.

599. A HERITAGE FIT FOR THE FUTURE

An update was provided in respect of the application.

The NLHF had been in contact for additional information relating to the budget and for more images of the building. These have been provided. A decision is expected at the end of June.

600. EXCLUSION OF THE PRESS AND PUBLIC

There was no motion 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 9pm



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.
- 1.2 Hebden Royd Town Council have adopted the following key principles (13.9.22), 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 and on a not-for-profit basis.
 - The Picture House is to be available for a range community events.
 - The Picture House is to maintain its current 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.

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.

	FY 26/27	FY 25/26	FY 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13
FULL YEAR combined box office and kiosk income (net of VAT)	£ 72,367.44	£ 461,787.65	£428,319.47	£408,412.74	£297,013.97	£217,343.18	£4,423.96	£374,601.60	£376,250.76	£366,297.00	£369,599.00	£308,584.50	£324,125.41	£298,477.00	£272,098.00
FULL YEAR average attendance (people per screening / live arts event)	49.0	64.1	63.3	72.8	57.8	55.5	73.8	76.4	78.6	77.8	84.2	73.2	80.3	76.6	79.1
Average spend per head at kiosk over year	£ 2.77	£ 2.55	£ 2.29	£2.23	£2.14	£1.98	£1.64	£1.75	£1.67	£1.51	£1.28	£1.30	£1.24	£1.23	£1.02

Net Box Office income	NET!															
	FY 26/27	FY 25/26	FY 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	Average
April	£ 26,385.42	£ 23,570.00	£ 25,686.67	£ 19,412.50	£ 13,458.75	Cov-19 closure	Cov-19 closure	22,573	24,690	20,552	15,707	17,341	26,012	13,708	25,018	21,086
May	£ 25,471.67	£ 23,473.33	£ 17,409.58	£ 15,157.50	£ 15,921.25	Cov-19 closure	Cov-19 closure	18,785	16,593	16,787	13,575	24,121	18,517	13,431	10,986	17,710
June		£ 28,793.33	£ 14,117.92	£ 11,786.67	£ 12,317.92	2,078	Cov-19 closure	20,668	12,678	15,642	15,130	13,327	13,388	14,854	11,361	14,319
July		£ 15,899.17	£ 20,280.00	£ 24,639.17	£ 18,844.17	14,856	Cov-19 closure	24,191	15,581	19,527	26,674	29,252	10,073	20,517	15,446	19,675
Aug		£ 21,098.33	£ 22,926.25	£ 30,927.50	£ 17,708.33	13,755	Cov-19 closure	20,767	25,941	23,946	23,757	17,848	16,588	16,315	19,715	20,869
Sept		£ 22,660.42	£ 22,632.92	£ 18,665.42	£ 14,004.79	11,654	Cov-19 closure	33,551	18,867	25,326	21,607	17,268	17,693	15,201	19,015	19,857
Oct		£ 28,796.67	£ 29,517.08	£ 23,254.58	£ 16,684.17	21,540	1,322	25,701	17,290	19,619	26,914	27,855	32,682	16,452	15,598	21,659
Nov		£ 33,699.17	£ 33,520.83	£ 23,955.83	£ 26,932.08	17,228	2,374	24,403	32,263	21,836	24,651	28,239	20,905	30,741	24,092	24,631
Dec		£ 28,306.67	£ 30,785.42	£ 29,970.00	£ 20,076.67	19,954	Cov-19 closure	30,812	29,171	32,596	32,035	23,355	27,160	20,167	16,070	26,189
Jan		£ 44,805.83	£ 24,300.00	£ 33,654.58	£ 21,187.08	23,756	Cov-19 closure	30,478	36,440	25,437	30,014	18,742	26,266	27,016	19,333	27,802
Feb		£ 32,675.00	£ 44,070.83	£ 36,580.00	£ 19,217.50	23,207	Cov-19 closure	26,608	29,667	30,039	36,802	16,099	23,275	32,912	26,075	29,017
March		£ 26,749.57	£ 32,424.58	£ 30,968.33	£ 18,764.92	16,020	Cov-19 closure	9,555	25,276	30,058	29,298	12,590	27,381	18,083	17,690	22,681
Totals	£ 51,857.08	£ 330,527.49	£ 317,672.08	£298,972.09	£215,117.64	£164,049.58	£3,695.71	£288,092.00	£284,455.29	£281,365.00	£296,164.00	£246,036.50	£259,939.50	£239,397.00	£220,399.00	£233,182.66
Annual monthly average	£ 25,928.54	£ 27,543.96	£ 26,472.67	£24,914.34	£17,926.47	£13,670.80		£24,007.67	£23,704.61	£23,447.08	£24,680.33	£20,503.04	£21,661.63	£19,949.75	£18,366.58	£22,341.25

Attendance																
	FY 26/27	FY 25/26	FY 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	Average
April	3572	4562	3585	3097	2328	Cov-19 closure	Cov-19 closure	3,774	5,138	4,155	3,283	3,680	4,366	3,174	5,759	3,883
May	3826	3681	2719	2410	2610	Cov-19 closure	Cov-19 closure	3,341	3,230	3,358	2,812	4,647	3,491	3,231	2,524	3,222
June		4512	2253	1622	1984	325	Cov-19 closure	3,197	2,562	3,129	2,930	2,642	2,403	2,880	2,607	2,542
July		2571	3103	3823	3267	2,477	Cov-19 closure	4,255	2,916	3,952	5,357	5,598	2,932	3,937	3,406	3,661
Aug		3253	3412	5338	2969	2,344	Cov-19 closure	4,155	5,661	4,929	5,048	3,722	3,643	3,759	4,517	4,058
Sept		3266	3026	2722	2161	1,805	Cov-19 closure	4,794	3,680	4,420	3,904	3,145	2,921	2,656	4,347	3,296
Oct		4036	4621	3831	3247	3,631	195	4,131	3,203	3,969	5,278	5,011	6,397	3,272	3,509	3,881
Nov		4676	4699	2905	4402	2,844	248	4,127	5,730	4,288	4,663	5,108	5,191	5,917	5,730	4,323
Dec		4885	6648	5427	4315	3,129	Cov-19 closure	5,331	5,727	6,401	6,080	4,862	5,340	4,226	3,712	5,083
Jan		6036	3230	4877	3344	3,484	Cov-19 closure	5,618	6,809	5,444	5,515	3,768	5,491	5,288	4,480	4,876
Feb		4703	6741	5511	3501	4,167	Cov-19 closure	4,988	5,692	5,962	7,205	3,134	4,689	6,072	6,065	5,264
March		5388	4311	7544	4218	2,776	Cov-19 closure	1,747	4,703	6,068	5,297	2,659	5,032	3,517	4,043	4,408
Totals	7398	51569	48348	49,107	38,346	26,982	443	49,458	55,051	56,075	57,372	47,976	51,896	47,929	50,699	42,577
Annual monthly average	3699	4297	4029	4,092	3,196	2,998		4,122	4,588	4,673	4,781	3,998	4,325	3,994	4,225	4,073

Number of screenings																
	FY 26/27	FY 25/26	FY 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	Average
April	78	71	55	59	64	Cov-19 closure	Cov-19 closure	56	66	59	64	50	58	50	62	61
May	73	72	59	53	54	Cov-19 closure	Cov-19 closure	56	59	54	49	62	63	63	45	59
June		61	60	53	54	3	Cov-19 closure	53	56	61	48	43	44	43	44	48
July		70	70	58	56	54	Cov-19 closure	56	62	59	62	69	47	53	64	60
Aug		79	94	64	61	55	Cov-19 closure	67	69	69	65	66	66	74	64	69
Sept		61	56	52	54	51	Cov-19 closure	55	52	65	62	47	47	43	57	54
Oct		62	55	54	57	54	2	58	50	54	59	63	59	49	48	52
Nov		63	64	52	51	52	4	55	56	52	49	48	60	54	55	51
Dec		64	67	52	53	53	Cov-19 closure	57	59	71	59	40	47	48	48	55
Jan		64	63	52	53	56	Cov-19 closure	56	59	52	50	62	57	56	45	56
Feb		64	57	56	51	54	Cov-19 closure	50	55	56	55	53	50	49	51	54
March		73	64	70	55	54	Cov-19 closure	28	57	69	59	52	48	44	58	56
Totals	151	804	764	675	663	486	6	647	700	721	681	655	646	626	641	581
Annual monthly average	76	67	64	56	55	54		54	58	60	57	55	54	52	53	55

Secondary sales income	NET! Incl. kiosk bar Incl. kiosk bar Incl. kiosk bar Incl. kiosk bar Incl. kiosk bar Incl. kiosk bar Incl. kiosk bar															
	FY 26/27	FY 25/26	FY 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15	FY 13/14	FY 12/13	Average
April	£ 9,711.52	£ 10,809.78	£ 8,577.00	£ 6,609.73	£ 5,010.73	Cov-19 closure	Cov-19 closure	7,032	8,148	5,912	4,436	3,812	4,670	3,042	4,887	6,358
May	£ 10,798.83	£ 8,013.77	£ 6,035.61	£ 4,957.03	£ 6,066.30	Cov-19 closure	Cov-19 closure	5,087	5,000	4,203	2,582	4,973	4,118	3,378	2,451	5,205
June		£ 10,930.67	£ 5,451.27	£ 4,048.21	£ 4,246.56	491	Cov-19 closure	6,145	5,001	5,156	3,859	3,395	2,711	3,389	2,667	4,422
July		£ 5,945.72	£ 6,885.43	£ 9,064.89	£ 6,515.89	3,391	Cov-19 closure	6,560	5,078	5,725	7,345	6,726	4,607	3,697	3,384	5,763
Aug		£ 8,165.06	£ 7,229.08	£ 12,278.86	£ 5,579.29	4,152	Cov-19 closure	7,057	9,041	8,141	6,199	4,020	3,989	4,210	4,095	6,474
Sept		£ 8,250.11	£ 6,600.79	£ 7,482.56	£ 4,692.09	3,750	Cov-19 closure	8,405	6,343	6,888	4,937	4,251	3,739	3,184	3,754	5,560
Oct		£ 13,562.39	£ 11,315.93	£ 9,367.83	£ 8,020.78	8,217	333	6,757	6,266	6,300	5,487	7,319	6,723	3,182	3,465	6,880
Nov		£ 11,044.57	£ 10,356.58	£ 6,412.76	£ 8,055.34	5,837	395	6,876	9,156	5,573	5,291	6,458	4,712	5,253	5,336	6,483
Dec		£ 14,252.19	£ 15,409.56	£ 12,876.42	£ 9,759.40	7,068	Cov-19 closure	11,044	10,661	10,165	8,657	5,274	5,991	5,011	3,694	9,220
Jan		£ 14,724.30	£ 8,160.30	£ 10,040.87	£ 6,961.24	7,511	Cov-19 closure	10,227	9,949	7,819	6,816	4,238	5,252	5,324	3,999	7,771
Feb		£ 12,950.37	£ 14,123.05	£ 12,364.05	£ 7,235.89	8,001	Cov-19 closure	8,138	9,538	9,918	9,033	3,564	5,619	5,938	4,728	8,550
March		£ 12,611.25	£ 10,502.79	£ 13,937.48	£ 9,752.82	4,877	Cov-19 closure	3,182	7,613	9,132	7,823	3,222	6,442	3,715	3,990	7,446
Live bar sales total		£ -	£ -	£ -	£ -	0	0	0	0	0	970	5,296	5,612	9,757	5,249	1,920
Totals incl any live bar	£ 20,510.35	£ 131,260.16	£ 110,647.38	£109,440.66	£81,896.33	£53,293.61	£728.25	£86,509.60	£91,795.47	£84,932.00	£73,435.00	£62,548.00	£64,185.91	£59,080.00	£51,699.00	£72,130.78
Annual monthly average	£ 10,255.18	£ 10,938.35	£ 9,220.62	£9,120.05	£6,824.69	£5,921.51	-	£7,209.13	£7,649.62	£7,077.67	£6,119.58	£5,212.33	£5,348.83	£4,923.33	£4,308.25	£7,152.08

KEY

March 2019 film festival profit split- £3053 of net box office actually belonged to HBFF. March 2019 net box really £22,223

Report now running from 1 April 2018 to 31 March 2019. NB 1-5 April '18 data also within 17-1