

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 procurement 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.