

08 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
TUESDAY 14 JULY 2026 at 7:30pm



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 2026**
To report on matters arising from the minutes of meeting held 29 June 2026 not itemised on this agenda. (enc)
- 4. PRIORITIES FOR THE PICTURE HOUSE COMMITTEE**
To consider the priorities of the Picture House committee and the budget requirements for the 2027-28 budget, and the three-year forecast to 2031 (enc).
- 5. 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.

**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	<p>1. APOLOGIES FOR ABSENCE & REASONS Apologies were received from Cllrs Harvey (attending CEP Forum) and Macdonald (Holiday)</p> <p>RESOLVED: to note the apologies and approve the reasons for absence.</p>
26(PH)104	<p>2. MEMBERS INTERESTS RELATING TO AGENDA ITEMS There were no members interests reported at this meeting.</p>
26(PH)105	<p>3. MINUTES OF THE MEETING HELD 6 MAY 2026 RESOLVED: To approve the minutes as a correct record. There were no matters arising.</p>
26(PH)106	<p>4. TERMS OF REFERENCE RESOLVED: that the Terms of Reference are fit for purpose and require no further amendment.</p>
26(PH)107	<p>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.</p> <p>RESOLVED: To note the information.</p>

<p>26(PH)108</p>	<p>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.</p> <p>RESOLVED: To note the information.</p>
<p>26(PH)109</p>	<p>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).</p> <p>RESOLVED: To note the information.</p>
<p>26(PH)110</p>	<p>8. REVIEW OF ARRANGEMENTS - UNITS 1&3 The VAT arrangements of the tenants were confirmed.</p> <p>RESOLVED: To approve that to move to an 'option to tax' basis and to appoint PS TAX to support the Town Council will this process.</p>
<p>26(PH)111</p>	<p>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.</p> <p>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.</p> <p>Communications The press release was amended and approved.</p> <p>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.</p> <p>Working Group To enable frequent support and oversight of the project a working group will be established.</p> <p>RESOLVED: This group will consist of:</p>

	<p>Cllr Butterick Cllr Turner Cllr Howes Picture House Manager Town Clerk</p> <p>The group will meet biweekly to consider matters relating to the project and to make recommendations to the committee.</p> <p>Project Team A number of funded roles will be appointed to support the project:</p> <p>Project Manager Multi-Disciplinary Design Team Business Planning & Activity Consultant Evaluation Consultant Quantity Surveyor Fundraising Consultant</p> <p>RESOLVED: Once permission to start has been granted, tenders will be developed in accordance with the procurement process.</p>
<p>26(PH)112</p>	<p>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.</p>

Meeting finished at 8:30pm.



DATES:	Picture House	Tuesday 14 July - 7:30pm
	Community Funding	Monday 20 July - 6pm
	Projects & Events	Wednesday 22 July - 6pm
	Twinning Committee	Wednesday 22 July - 7:30pm
	Local Environment & Climate	Monday 10 August - 7:30pm

Committee:

Purpose of the Meeting

To review the committee's current position, identify and agree priorities for the forthcoming period taking into consideration the three-year budget, staff resources required, and establish timescales for delivery.

1. Review of Previous Priorities

Previous priorities, ongoing activity and deferred projects.

2. Current Position

Achievements

Challenges

Budget Position

3. Potential Priorities

List all suggested priorities for consideration.

Proposed Priority	Community Benefit	Estimated Cost	Staffing & Timescales	Comments

4. Priority Assessment

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5
Criteria	<i>Score 1-5</i>	<i>Score 1-5</i>	<i>Score 1-5</i>	<i>Score 1-5</i>	<i>Score 1-5</i>
Community Need					
Strategic Importance					
Value for Money					
Deliverability					
Environmental Impact					
Legal Statutory Requirements					
Partnership Opportunities					
TOTALS					

5. Agreed Committee Priorities

Proposed Priority	Target Outcome	Lead Officer	Target Completion Date	Comments

6. Resources Required

Proposed Priority	Budget Required	Staffing	External Support	Comments

7. Risks and Mitigation

Proposed Priority	Risk	Likelihood	Impact	Mitigation

8. Actions & Recommendations
