

## HEBDEN ROYD TOWN COUNCIL

**MEETING of the PICTURE HOUSE COMMITTEE**  
held **MONDAY, 28<sup>th</sup> May 2012**

### MINUTES

**PRESENT** Councillors; Bampton Smith, Hodgins, Press, Yorke & Young.

**Also present: Fiona Gibbon, Liz North & Bekah Fozard**

**Clerk: Jason Boom – Town Clerk HRTC.**

**38. ELECTION OF CHAIR/DEPUTY CHAIR**

It was moved by Cllr Hodgins  
Seconded by Cllr Bampton Smith  
that Cllr Bampton Smith be nominated as Chair of the Picture House committee for the Council year 2012/13.

It was moved by Cllr Young  
Seconded by Cllr Yorke  
that Cllr Press be nominated as Chair of the Picture House committee for the Council year 2012/13.

Cllr Press – Cllrs Press, Yorke & Young.  
Cllr Bampton Smith – Cllrs Bampton Smith & Hodgins.

**RESOLVED:-** that Cllr Press be Chair of the Picture House committee for the Council year 2012/13.

Cllr Press proposed Cllr Bampton Smith as Deputy Chair of the Picture House committee for the Council year 2012/13, Cllr Bampton Smith refused this proposal.

It was moved by Cllr Press  
Seconded by Cllr Young and  
**RESOLVED UNANIMOUSLY:-** that Cllr Yorke be deputy Chair Of the Picture House Committee for the Council year 2012/13.

**39. Apologies for Absence and any substitutions**

Cllr Sweeney with Cllr Young acting as substitute and Cllr Davenport and Cllr Fearon for lateness.  
Duncan Watson also sent apologies.

**40. Members` Interests relating to agenda items for this meeting.**

None were noted at this time.

**41. To report on matters arising from the minutes of meeting held 30<sup>th</sup> April 2012 not itemised on this agenda.**

No matters were arising.

42.

### **FRIENDS OF THE PICTURE HOUSE**

Bekah Fozard reported on two meetings held by the Friends. She stated that members appeared reassured regarding digitalisation and the refurbishment of the toilet facilities and the current arrangements. Concerns had been raised regarding commercialisation of the Picture House, price increase and ongoing maintenance costs. The committee reassured the Friends that there were no plans to alter the programme, to increase prices and that no large maintenance expenses were expected. It was made clear by the Friends that their volunteer data base was not to provide staff cover at the Picture House. The Friends asked for consultation on three major issues these being Hires & Fees, Picture This Membership Scheme and Programming Policy. The Committee reassured that this consultation would be made available.

Note: Fiona Gibbon arrived.

The committee advised that Full Council would be responsible for the capital programme at the Picture House; Staffing would be the responsibility of the Staffing Committee (with Full Council endorsement) and day to day activities at the Picture House the responsibility of the Picture House Committee.

The Committee advised that Structural, Mechanical and Electrical surveys had found the Picture House to be in good order with no evidence of the need for immediate investment.

Bekah Fozard advised that the Friends were considering Charity Status, did not require IOC registration (consequently they were eager for data transfer and email access), had raised £100.00 via their Movie Quiz and had a desire for a strong relationship with the new Picture House Manager.

43.

### **COMMUNICATIONS**

- a) Steadcross Solutions – proposition.
- b) Gala Feedback.
- c) Julie Forshaw – Unit 3 Picture House Buildings Letting Procedure and rates.

In respect of:

- a) thank them for their interest and advise them that we would contact them if the situation required their assistance.
- b) Noted.
- c) Thanked them for their comments but felt that the applications received for the unit saw the viewed course of letting as appropriate.

44.

### **DIGITALISATION**

The committee was advised that orders had been placed and installation with the preferred supplier, AM Digital had been scheduled for the week commencing 18<sup>th</sup> June 2012.

The meeting was advised that the cost had been revised down to £50,100.

- 45. DOWN STAIRS TOILET REFURBISHMENT**  
The committee was advised that specifications had been circulated and responses were being awaited with a date set for submission set as 15<sup>th</sup> June 2012.
- 46. LIVE EVENTS REVIEW**  
The Clerk advised the meeting of the current live events committed to and of issues with bookings ‘inherited’ from CMBC.  
It was moved by Cllr Young  
Seconded by Cllr Yorke and  
**RESOLVED:** that a working party of Liz North, Cllrs Press and Bampton Smith and the Town Clerk meet to establish a new scheme.
- 47. MEMBERSHIP SCHEME/PICTURE THIS REVIEW**  
Bekah Fozard presented a comparison chart looking at other venues membership schemes.  
It was moved by Cllr Young  
Seconded by Cllr Hodgins and  
**RESOLVED:** that a working party of Liz North, Cllrs Yorke and Hodgins, Bekah Fozard and the Town Clerk meet to establish a new scheme.
- 48. WEBSITE**  
The clerk advised that the website had fallen behind schedule but a launch of more pages and format was due on the 1<sup>st</sup> June.
- 49. PICTURE HOUSE MANAGER POST**  
The Clerk advised the meeting of the appointment of Liz North as the Picture House Manager from the 1<sup>st</sup> June 2012 and stated that her application had been a strong one which beat a number of other strong candidates. The committee wished her well in the post.
- 50. UNIT 3 PICTURE HOUSE BUILDINGS**  
After a lengthy discussion considering the applications.  
It was moved by Cllr Press  
Seconded by Cllr Hodgins and  
**RESOLVED:** that Cllrs Press and Hodgins along with Liz North meet with I Spice, Dermatech and Hunt & Gather to discuss their proposals.
- 51. DATE OF NEXT MEETING**  
This was confirmed as June 25<sup>th</sup> 2012 at 7.30pm with Bekah Fozard giving apologies in advance.

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the PICTURE HOUSE COMMITTEE held MONDAY, 25<sup>th</sup> June 2012

#### MINUTES

**PRESENT** Councillors; Press (Chair), Bampton Smith, Davenport, Fearon & Yorke.

Also present: Liz North & Duncan Watson.

Clerk: Jason Boom – Town Clerk HRTC.

95. **Apologies for Absence and any substitutions**  
Cllr Sweeney and Cllr Hodgins.  
Bekah Fozard also sent apologies.
96. **Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
97. **To report on matters arising from the minutes of meeting held 28<sup>th</sup> May 2012 not itemised on this agenda.**  
No matters were arising.

Note – Cllr Davenport arrived.

98. **EXTRAORDINARY ITEM – PICTURE HOUSE FLOOD**  
The Town Clerk reported on the actions undertaken as a consequence of the flooding on the 23<sup>rd</sup> June 2012.  
It was moved by Cllr Bampton Smith  
Seconded by Cllr Press and  
**RESOLVED:** that a letter of thanks should be written to all who helped on the day.
99. **FRIENDS OF THE PICTURE HOUSE**  
Duncan Watson informed the meeting that the Friends had been invited to Hyde Park Cinema on a fact finding visit and that at a recent meeting it was endorsed that Bekah Fozard act as their representative on the review of live events and membership scheme. Scheduling of the ‘Dark Knight Rises’ was also discussed and Duncan was reassured that a seven day run had taken place before and the screening was being planned to allow other types of film to be screened.
100. **DIGITALISATION**  
It was reported that the installation had been completed with one outstanding issue to be addressed with the projectors manufacturers. Trials had gone well with the unit well placed to ready for launched on the 6<sup>th</sup> July.

Invitations to the closed screening have been circulated with drinks and snacks to be made available for the screening which starts at 4.00pm prompt on Friday 6<sup>th</sup> July.

It was moved by Cllr Bampton Smith

Seconded by Cllr Yorke and

**RESOLVED:** that a HRTC sign be placed outside the building as soon as possible.

**101. TOILET REFURBISHMENT**

It was reported that 4 tenders had been submitted and these are being considered by the engaged architect.

It was moved by Cllr Bampton Smith

Seconded by Cllr Yorke and

**RESOLVED:** that the CMBC Conservation Officer be contacted to ensure plans meet the requirements of the listed buildings status of the Picture House.

**102. LIVE EVENTS REVIEW**

This working party had not met.

**103. PICTURE THIS REVIEW**

This working party had not met.

**104. UNIT 3 PICTURE HOUSE BUILDINGS**

It was confirmed that the working party had met with the 3 applicants and that additional research had been undertaken by Liz North.

Concern had been raised by the Fire Officer regarding the use of gas 'bottles'. Additionally noise levels had been checked, with more planned for noise either way. It was confirmed that I Spice would be looking to be open pre cinema but closed before 10am.

It was moved by Cllr Press

Seconded by Cllr Fearon and

**RESOLVED:** that in principal 'I Spice' be HRTC preferred tenant with a limit to 20<sup>th</sup> July for the signing of a lease. Officers to have discretion regarding lease negotiations.

**105. CAR PARKING AT THE PICTURE HOUSE**

Following a discussion Picture House Manager is to reintroduce notices to illegally parked vehicles and to advise committee of effect on the situation.

**106. DATE OF NEXT MEETING**

Confirmed as 23<sup>rd</sup> July at 7.30pm in the Greenwood Room.

Meeting finished at 8.25pm.

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the PICTURE HOUSE COMMITTEE held MONDAY, 23<sup>rd</sup> JULY 2012

#### MINUTES

**PRESENT** Councillors; Press (Chair), Bampton Smith, Davenport, Hodgins, Fearon & Yorke.

**Also present:** Liz North, Bekah Fozzard & Duncan Watson.

**Clerk:** Jason Boom – Town Clerk HRTC.

**170. Apologies for Absence and any substitutions**  
Cllr Sweeney.

**171. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.

**172. To report on matters arising from the minutes of meeting held 25<sup>th</sup> June 2012 not itemised on this agenda.**

The Clerk outlined the developing claim for the damage caused by the flooding on the 23<sup>rd</sup> June and 8<sup>th</sup> July. Confirmation had been received that the Building Insurance Policy is held in joint names with the landlord and the landlord had indicated that they were happy for HRTC administer the claim. Various quotes have been sort and this is ongoing with additional works being identified still. Priority was being given to repairs in the boiler room and scheduling issues are necessitating swift action which is hoped will be resolved by week end.

The appointed loss adjusters have agreed to release an interim payment of £10,000.00 from the contents policy and £2,000.00 on the building policy to HRTC.

Contracted works, such as boiler replacement will be paid off invoice when accounts are received with HRTC responsible for reclaiming VAT if appropriate.

**173. FRIENDS OF THE PICTURE HOUSE**

It was confirmed that the Friends now have control of their own email and mailchimp. This marketing has been added to by the creation of a Facebook page.

The Friends supported the Picture House during the floods with 3 committee members attending with Cllr Press thanking them for their help.

The next meeting is planned for the 10<sup>th</sup> September with the Picture House Manager hoping to attend a meeting before the year end.

- 174. INITIAL 1<sup>st</sup> QTR TRADING ANALYSIS**  
The Clerk presented initial trading analysis for the first quarter of trading.  
A number of anomalies were highlighted with open off payments (i.e. legal fees) falsely altering the accounts, payments had also not been received for utilities. Revenue illustrated strong ticket sales for the Picture House with April being the best on record for that month. Following accounting for these exceptional payments the analysis showed a small profit in line with forecasts however it was pointed out that maintenance spend was low which would move the accounts closer to breakeven but still in profit.  
Cllr Bampton Smith asked that the recent flooding would undoubtedly affect insurance premiums in the future and that we should be mindful of this when budgeting in the future.
- 175. DIGITALISATION**  
The Picture House Manager reported on the process highlighting that there are still a small number of technical issues to be resolved but that these are in hand.  
The Picture House Manager advised that air conditioning was required in the Projection box to protect the servers and projection unit from overheating.  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to proceed with the installation of the air conditioning equipment from the capital budget with a ceiling of £2,000.00.
- 176. ALTERNATIVE CONTENT**  
A short paper was circulated regarding Alternative Content.  
It was moved by Cllr Press  
Seconded by Cllr Fearon and  
**RESOLVED:** To begin research on installing a source of Alternative content in the Picture House.  
  
It was requested that the programmer attend a future meeting to outline the work of the programmer.
- 177. TOILET REFURBISHMENT**  
The Clerk confirmed that the CMBC Conservation Officer had been contacted and that the only comment was regarding the enclosing of the interior door surrounds. This was being dealt with by the appointed architect. A meeting is planned with the contractors this week to consider appointment and scheduling of the planned works.
- 178. LIVE EVENTS REVIEW**  
A meeting is planned for 10.30am on Thursday 26<sup>th</sup> July. Papers are to be circulated to the nominated members.
- 179. PICTURE THIS REVIEW**  
This group have not met. Given other priorities and that the current scheme is established and operating it should not be seen as an

immediate priority. Thanks were expressed to Bekah Fozzard for research work she had undertaken.

**180. UNIT 3 PICTURE HOUSE BUILDINGS**

The Clerk reported that little progress had been made given the condition of the unit. Quotes for repair work were being sort. It was reported that the preferred applicant still appeared to be interested with continuing dialog but at perhaps not the pace the applicant was hoping for.

**181. DATE OF NEXT MEETING**

The Clerk asked if the frequency of meeting was appropriate, with the consensus that meeting frequency should remain the same.

Next Meeting 20<sup>th</sup> August 2012 at 7.30pm in the Greenwood Room.

Meeting finished at 8.45pm.

## HEBDEN ROYD TOWN COUNCIL

MEETING of the PICTURE HOUSE COMMITTEE  
held MONDAY, 20<sup>th</sup> August 2012

### MINUTES

**PRESENT** Councillors; Press (Chair), Bampton Smith, Hodgins & Fearon.

**Also present: Bekah Fozzard & Fiona Gibbon.**

**Clerk: Jason Boom – Town Clerk HRTC.**

**206. Apologies for Absence and any substitutions**  
Cllr Sweeney and Cllr Yorke.

**207. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.

**208. To report on matters arising from the minutes of meeting held 23<sup>rd</sup> July 2012 not itemised on this agenda.**  
The Clerk confirmed that an interim payment of £12k for damage caused by the Flooding of June 23<sup>rd</sup> had been agreed with the loss adjusters acting for Zurich Insurance.

**209. FRIENDS OF THE PICTURE HOUSE**  
The Friends had not met with the next meeting planned for early September. 4 new members had joined and offered complementary comments.

**210. PICTURE HOUSE MANAGER**  
The Clerk advised the meeting that Liz North had tendered her resignation from the post of Picture House Manager. The matter had now been passed to the Staffing Committee which would consider the contents of her letter and requests within.

It was moved by Cllr Press  
Seconded by Cllr Fearon and  
**RESOLVED:** that the Picture House Committee request that Cllr Press as Chair of the Picture House Committee be involved in the recruitment process of a new Picture House Manager.

The Committee asked that their thanks be noted for the work of Liz North in her time as Picture House Manager.

**211. DIGITALISATION**  
The Clerk presented costs for installing air conditioning at the Picture House in line with the limits set at the previous meeting.

**212. ALTERNATIVE CONTENT**  
The Clerk reported on costs received for necessary equipment. AM Digital being most cost effective at £1150.00 plus VAT.

It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to allocate £200.00 from the capital budget for planning permission.

**213. TOILET REFURBISHMENT**

It was confirmed that Haley Bros had been awarded the contract with a start date of the 10<sup>th</sup> September set.

**214. LIVE EVENTS REVIEW**

The Picture House Manager had been researching the subject following a meeting with the working party. These conclusions are to be passed to the Town Clerk and a report along with new guideline to be ready for the next meeting.

**215. UNIT 3 PICTURE HOUSE BUILDINGS**

A meeting had been held with the preferred applicant to consider the condition of the building and another is planned on 24<sup>th</sup> August to discuss and develop draft heads of terms.

**216. DATE OF NEXT MEETING**

17<sup>th</sup> September at 7.30pm in the Greenwood Room.

Meeting finished at 8.40pm.

**HEBDEN ROYD TOWN COUNCIL**

**MEETING of the PICTURE HOUSE COMMITTEE  
held MONDAY, 17<sup>th</sup> September 2012**

**MINUTES**

**PRESENT** Councillors; Press (Chair), Bampton Smith, Fearon & Yorke.

**Also present: Fiona Gibbon, Bekah Fozzard, Duncan Watson & Jonny Courtney.**

**Clerk: Jason Boom – Town Clerk HRTC.**

- 275. Apologies for Absence and any substitutions**  
Cllr Sweeney and Cllr Hodgins.
- 276. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 277. To report on matters arising from the minutes of meeting held 20<sup>th</sup> August 2012 not itemised on this agenda.**  
No matters were arising.

Note – Cllr Bampton Smith arrived.

- 278. FRIENDS OF THE PICTURE HOUSE**  
Bekah Fozzard confirmed that the Friends had met on the 10<sup>th</sup> September and they intend to publish newsletters in October and January with elections planned for February 2013. The group had been considering ways to raise their profile/awareness. A request was received for an activity day at the Picture House to help members feel part of the Picture House.  
Circumstances meant that some committee members had considered standing down but they had agreed to remain involved until at least the group's elections.

Note – Duncan Watson arrived.

- 279. PICTURE HOUSE MANAGER**  
The meeting was advised that the recruitment process was underway and that substantially more requests for information had been received. Cllr Press explained the method of advertising and the reasons behind it.
- 280. THE ROLE OF THE PROGRAMMER & MARKETING OFFICER**  
The Picture House Programmer, Jonny Courtney, explained the role and responsibilities of his post to the committee this was followed by numerous questions. The committee felt that there was a need for the introduction of online ticket sales and the acceptance of credit cards. Concern was also raised by the costs associated with the programme

and its distribution but it was felt that a new manager should consider the situation.

**281. ALTERNATIVE CONTENT**

The Clerk reported that an initial meeting with CMBC had taken place to consider installing a satellite system and that they had been supportive of an application.

The offer of alternative content was summarised to the committee with a comment from the Friends of the Picture House that they wanted to see the Picture House remain a cinema and that alternative content should complement, not replace, the current arrangements.

**282. FLOOD INSURANCE CLAIM**

The Clerk confirmed that boiler repairs had been completed and that an initial payment had been received from Zurich Insurance totalling £25,000.00.

**283. TOILET REFURBISHMENT**

Work had been started on the ladies toilets and was on schedule. The gentlemen's toilets start date had been revised back to the 5<sup>th</sup> November with completion by 30<sup>th</sup> November.

**284. UNIT 3 PICTURE HOUSE BUILDINGS**

The Clerk reported on the preferred applicants recent discussions regarding the building and possible alterations.

It was moved by Cllr Press

Seconded by Cllr Fearon and

**RESOLVED:** that the creation of concrete plinths within the unit and 'drainage holes' in the exterior walls of the unit was not acceptable. Wooden plinths were considered to be acceptable. Council would expect upon the surrender of a lease that the unit be returned in the same condition as when the lease was granted.

It was moved by Cllr Press

Seconded by Cllr Fearon and

**RESOLVED:** that regarding the installing of awnings the applicant should follow the advice of the conservation officer at CMBC.

It was moved by Cllr Press

Seconded by Cllr Fearon and

**RESOLVED:** that heads of terms should be agreed by the end of September 2012, followed by an agreement to lease signed by the end of October 2012 with any necessary planning applications submitted with 14 days. Failure to achieve these dates will result in the unit being remarketed.

**285. DISCRETIONAL RATE RELIEF**

It was moved by Cllr Press

Seconded by Cllr Bampton Smith and

**RESOLVED:** to seek clarification on the ruling from YLCA.

**286. DATE OF NEXT MEETING**

29<sup>th</sup> October 2012 at 7.30pm in the Greenwood Room.

**HEBDEN ROYD TOWN COUNCIL**

**EXTRAORDINARY MEETING of the PICTURE HOUSE COMMITTEE  
held MONDAY 8<sup>th</sup> OCTOBER 2012**

**MINUTES**

**PRESENT** Councillors; Press (Chair), Davenport, Hodgins, Fearon, Sweeney & Yorke.

**Also present: Bekah Fozzard & Duncan Watson.**

**Clerk: Jason Boom – Town Clerk HRTC.**

**326. Apologies for Absence and any substitutions**  
Cllr Bampton Smith.

**327. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.

**328. To report on matters arising from the minutes of meeting held 17<sup>th</sup> September 2012 not itemised on this agenda.**  
None reported.

**329. UNIT 1 PICTURE HOUSE BUILDING**  
The committee was presented with a proposal from the existing tenant.  
It was moved by Cllr Press  
Seconded by Cllr Sweeney and  
**RESOLVED:** to consider the existing lease and its terms and conditions with the aim of improving the visual amenity of the unit with this to be resolved prior to the signing of a new lease.  
It was moved by Cllr Press  
Seconded by Cllr Sweeney and  
**RESOLVED:** to accept the proposal and arrange for a renewal of the lease on a ten year term.

**330. UNIT 3 PICTURE HOUSE BUILDING**  
The committee considered a proposal from The Milk Bar and considered possible covenants for insertion in a new lease.  
It was moved by Cllr Press  
Seconded by Cllr Davenport and  
**RESOLVED:** that covenants should not restrict the transferable nature of the lease and be worded appropriately to reflect this and that a sign should be situated within The Milk Bar reflecting restriction of consumption in the Picture House of goods purchased in The Milk Bar.  
It was moved by Cllr Press  
Seconded by Cllr Davenport and  
**RESOLVED:** to offer a lease of five years to The Milk Bar at the agreed rate once covenants have been altered to address concerns.

**331. DATE OF NEXT MEETING**  
Next Meeting 29<sup>th</sup> October 2012 at 7.30pm in the Greenwood Room.  
Meeting finished at 8.10pm.

## **HEBDEN ROYD TOWN COUNCIL**

### **MEETING of the PICTURE HOUSE COMMITTEE held MONDAY, 29<sup>th</sup> October 2012**

#### **MINUTES**

**PRESENT** Councillors; Press (Chair), Bampton Smith, Davenport, Sweeney & Yorke.

**Also present: Duncan Watson & Paul Knights.**

**Clerk: Jason Boom – Town Clerk HRTC.**

- 361. Apologies for Absence and any substitutions**  
Cllr Hodgins.
- 362. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 363. To report on matters arising from the minutes of meeting held 8<sup>th</sup> October 2012 not itemised on this agenda.**  
The lease for unit 1 has been agreed with the tenant and is being progressed.
- 364. FRIENDS OF THE PICTURE HOUSE**  
Duncan Watson confirmed that Bekah Fozard had resigned from the committee and that from now Paul Knights would be attending the meetings.  
It was confirmed that a Friends work party was being arranged to include painting, leave collection and a tidy up of the Picture House environs.  
It was confirmed that a newsletter was to be circulated.
- 365. PICTURE HOUSE MANAGER**  
It was confirmed that Rebekah Fozard had been recruited as manager for the Picture House and was due to start on the 1<sup>st</sup> November following the receipt of references.  
It was moved by Cllr Bampton Smith  
Seconded by Cllr Press and  
**RESOLVED:** to thank Rebekah Fozard for her work with the Friends of the Picture House.
- 366. FINANCIAL PERFORMANCE**  
The accounts were presented and questions were asked by those present.
- 367. ALTERNATIVE CONTENT**  
It was confirmed that the application was ready but technical details were awaited.

- 368. TOILET REFURBISHMENT**  
The downstairs ladies toilet was now open with the downstairs gentleman's toilet due to commence on the 5<sup>th</sup> November.
- 369. UNIT 3 PICTURE HOUSE BUILDINGS**  
It was confirmed by the Clerk that the lease had been submitted to the proposed tenants with the alterations suggested by this committee. Alterations were due back from the proposed tenants with a completion date of 9<sup>th</sup> November aimed for.
- 370. HEBDEN ROYD TOWN COUNCIL BUDGET 2013/14**  
Councillors discussed possible capital projects for 2013/14.  
It was moved by Cllr Bampton Smith  
Seconded by Cllr Sweeney and  
**RESOLVED:** to seek costings on the remaining toilets at the Picture House.  
It was moved by Cllr Sweeney  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to recommend that unspent capital funding from 2012/13 be transferred to the Hebden Bridge Picture House Capital Account from 1<sup>st</sup> April 2013.
- 371. DATE OF NEXT MEETING**  
Confirmed as the 3<sup>rd</sup> December 2012.  
  
Meeting finished at 8.20pm.

**HEBDEN ROYD TOWN COUNCIL**

**MEETING of the PICTURE HOUSE COMMITTEE  
held MONDAY, 3<sup>rd</sup> DECEMBER 2012**

**MINUTES**

**PRESENT** Councillors; Press (Chair), Bampton Smith, Fearon, Hodgins, Sweeney & Yorke.

**Also present: Rebekah Fozard (Picture House Manager) Duncan Watson & Paul Knights.**

**Clerk: Jason Boom – Town Clerk HRTC.**

**435. Apologies for Absence and any substitutions**  
None were received.

**436. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.

**437. To report on matters arising from the minutes of meeting held 29<sup>th</sup> October 2012 not itemised on this agenda.**  
It was confirmed that Full Council had endorsed the Picture House Committees recommendation to carry over unspent capital funding, at year end 2012/13, from the Town Council to the Picture House Capital Reserve.

**438. FRIENDS OF THE PICTURE HOUSE**  
Duncan Watson confirmed the planned clean up had been a success and that members had been advised of the work. It was highlighted that elections would take place in February.

Note – Cllr Sweeney arrived.

**439. HISTORICAL SALES ANALYSIS**  
Figures were presented to the meeting illustrating historical sales in terms of turnover, secondary sales and number of screenings dating back to 2002.

**440. AUDIT**  
The committee reviewed an initial audit undertaken by Yorkshire Internal Audit.  
Following discussion  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** that the Picture House Manager start to consider the implications of online bookings and accepting credit/debit cards.  
It was moved by Cllr Sweeney  
Seconded by Cllr Bampton Smith and

**RESOLVED:** that the Picture House Manager considers ways in which to reduce individuals gaining entry to the Picture House without payment.

- 441. PICTURE HOUSE BUDGET 2012/13**  
As requested the Clerk reported on costs received for the upgrade of the disabled toilets and upstairs toilets at the Picture House.  
Following a lengthy discussion  
It was moved by Cllr Hodgins  
Seconded by Cllr Press and  
**RESOLVED:** to allocate £2500 from the capital programme underspend to the refurbishment of the disabled toilet facilities at the Picture House. In addition to request that Strategy & Review recommend to Full Council a method of financing the refurbishment of the remaining upstairs toilet facilities given the committee's recommendation that this work be undertaken as soon as possible..

- 442. PICTURE HOUSE MEMBERSHIP SCHEME**  
The Picture House Manager presented the proposed new scheme.  
It was moved by Cllr Bampton Smith  
Seconded by Cllr Sweeney and  
**RESOLVED:** to endorse the new scheme and that it be implemented from 1<sup>st</sup> January 2013.

Note – Cllr Press left the room and Cllr Yorke chaired the next item.

- 443. PICTURE HOUSE KIOSK**  
The Picture House Manager presented findings collected from staff regarding the retail offer of the kiosk and proposed changes.  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to note the report and to endorse the proposed changes to the kiosk.

Note – Cllr Press returned to the room.

- 444. DATE OF NEXT MEETING**  
14<sup>th</sup> January 2013 at 7.30pm in the Greenwood Room.

## **HEBDEN ROYD TOWN COUNCIL**

### **MEETING of the PICTURE HOUSE COMMITTEE held MONDAY 14<sup>th</sup> JANUARY 2013**

#### **MINUTES**

**PRESENT** Councillors; Press (Chair) Fearon, Hodgins, Sweeney & Yorke.

**Also present: Rebekah Fozard (Picture House Manager), Paul Knights & Fiona Gibbon.**

**Clerk: Jason Boom – Town Clerk HRTC.**

- 499. Apologies for Absence and any substitutions**  
Cllr Bampton Smith & Duncan Watson.
- 500. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 501. To report on matters arising from the minutes of meeting held 3<sup>rd</sup> December 2012 not itemised on this agenda.**  
None noted.
- 502. FRIENDS OF THE PICTURE HOUSE**  
It was confirmed that they had met once and that a date for the election of Officers and the AGM had been set as Tuesday 12<sup>th</sup> March with a venue yet to be decided upon.
- 503. PICTURE HOUSE 3<sup>rd</sup> QUARTER ACCOUNTS**  
The accounts were presented by the Town Clerk and discussed.
- 504. PICTURE HOUSE BUDGET 2013/14**  
The Clerk reported on the request for support from the Town Council for modernizing the Upstairs Picture House Toilets and advised that they would be considering final proposals to Full Council on the 16<sup>th</sup> January 2013.
- 505. PICTURE THIS MEMBERSHIP SCHEME**  
The Picture House Manager advised that customers had been informed of the changes and the response had been positive with increased levels of take up. Of the 1350 names on the mailing list 217 had asked to be emailed the programme, 63 applications for full membership had been processed and 51 had requested mail only membership. Additionally, 40 existing members had asked to be removed from the mailing list and added to the email list to support the drive to save costs.  
The committee was advised that the distribution of leaflets via retailers and other outlets would be reviewed this month.

**506.**

**PICTURE HOUSE KIOSK**

The Picture House Manager advised that prices had been rationalized from the 1<sup>st</sup> January 2013 with new lines being introduced. The kiosk was awaiting minor alterations which had yet to be agreed and the consequent addition of an additional fridge to allow alcoholic lines to be sold.

**507.**

**DATE OF NEXT MEETING**

18<sup>th</sup> February 2013 at 7.30pm.

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the PICTURE HOUSE COMMITTEE held MONDAY 18<sup>th</sup> FEBRUARY 2013

#### MINUTES

**PRESENT** Councillors; Press (Chair) Bampton Smith, Davenport, Hodgins & Sweeney.

**Also present: Rebekah Fozard (Picture House Manager) & Paul Knights.**

**Clerk: Jason Boom – Town Clerk HRTC.**

- 557. Apologies for Absence and any substitutions**  
Duncan Watson.
- 558. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 559. To report on matters arising from the minutes of meeting held 14<sup>th</sup> January 2013 not itemised on this agenda.**  
It was confirmed that full council had allocated £5k to the Picture House for toilet facility refurbishment in the 2013/14 budget.
- 560. FRIENDS OF THE PICTURE HOUSE**  
It was confirmed that they had met once and that a date for the election of Officers and the AGM had been set as Tuesday 12<sup>th</sup> March to be held at the Stubbing Wharf. A call for nominations had been sent.
- 561. ALCOHOLIC DRINKS POLICY / PROCEDURE**  
The policy was discussed with questions answered by the Picture House Manager & the Town Clerk.  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to adopt the policy.
- 562. KIOSK UPDATE**  
While still ongoing many changes have been completed, with sweets, ice creams and drinks altered. The upcoming minor refit to allow alcohol sales will allow this to be completed by mid-March 2013.
- 563. PICTURE THIS MEMBERSHIP SCHEME**  
The transition to the new scheme has been very successful with strong uptake in emailing of the programme and new memberships.  
Approaching £3k has been taken in January towards membership. The circulation of the programme to retail outlets has also been reviewed with many asking for more copies on the back of increased collections which could relate to the changing distribution.

Note: Cllr Davenport arrived.

- 564. MAINTENANCE AND INSURANCE CLAIM UPDATE**  
A series of repairs has been undertaken with a new phone system installed, hot water boiler replacement, repairs to the disabled access system and leaking heating system. All these repairs were unforeseen. The insurance claim repairs continue to be fulfilled with decoration currently underway to facilitate flooring recovering w/c 18/3/13 when the down stairs auditorium will be closed for 3 screenings. These repairs have been authorized by the Town Councils insurers. The Town Clerk confirmed that plans for the refurbishment of the disabled toilet and the upstairs toilets would be available soon.
- 565. YOUNG PEOPLES FILM FESTIVAL**  
Options were discussed.  
It was moved by Cllr Hodgins  
Seconded by Cllr Press and  
**RESOLVED:** that the programmer be consulted and that given the present demands on the Picture House this not be a priority. Strategy & Review to be asked to provide more details on the format of this festival.
- 566. JOINT WORKING AGREEMENT**  
The Town Clerk reminded the committee of the need to review the Picture House Annually and provide Calderdale MBC with appropriate advice.  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to provide an annual report for use with the JWA, authorised by full council and circulated to the users of the Picture House, arrange a visit for appropriate officers and members of Calderdale MBC and to provide a full and frank analysis of the first 12 months of the Picture House in Hebden Royd Town Council Ownership
- 567. ALTERNATIVE CONTENT**  
The Town Clerk confirmed permissions had been submitted to the appropriate authorities.  
It was moved by Cllr Press  
Seconded by Cllr Bampton Smith and  
**RESOLVED:** to allocate £1400 from the Picture House account to install this system as and when permissions are received.  
  
It was noted that this may be an appropriate time to trial online ticket sales. Cllr Press requested that credit card facilities be included for consideration on the next agenda.
- 568. DATE OF NEXT MEETING**  
18<sup>th</sup> March 2013 at 7.30pm in the Greenwood Room.

## HEBDEN ROYD TOWN COUNCIL

**MEETING of the PICTURE HOUSE COMMITTEE**  
held **MONDAY, 18<sup>th</sup> March 2013**

### MINUTES

**PRESENT** Councillors; Press (Chair), Davenport, Fearon, Hodgins & Sweeney.

**Also present: Rebekah Fozard (Picture House Manager), Paul Knights & Duncan Watson.**

**Clerk: Jason Boom – Town Clerk HRTC.**

- 634. Apologies for Absence and any substitutions**  
Cllr Gibson and Cllr Yorke.
- 635. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.
- 636. To report on matters arising from the minutes of meeting held 18<sup>th</sup> February 2013 not itemised on this agenda.**  
The Picture House Manager advised that the kiosk update was well underway with physical works due to commence the following week. It was planned that daily sales of alcoholic beverages would start on the 25<sup>th</sup> March.
- 637. FRIENDS OF THE PICTURE HOUSE**  
The committee was advised that the AGM had been held with approximately 30 members attending. The committee had 10 new members with a broad range of skills and that they are due to meet in the near future. The meeting discussed the Picture House and the consensus was that they were happy with how the Picture House was operating. They offered comments on cash processing, supported the concept of a youth film festival and were looking forward to seeing the availability of alternative content, many had already accessed this at other venues.
- 638. ONLINE TICKETING & CREDIT CARD TRANSACTIONS**  
A report was presented by the Picture House Manager outlining the different options available.  
It was moved by Cllr Press  
Seconded by Cllr Hodgins and  
**RESOLVED:** that the Picture House invest in a ticket printer, at a cost of up to £500.00, and to provide appropriate staff training to establish this system. Additionally to establish an online presence via a suitable service provider to sell tickets online for events/screening deemed to be suitable by the Picture House Manager.

- 639. DISCRETIONARY RATE RELIEF**  
The Town Clerk reported on information received regarding this application to Calderdale MBC for Discretionary Rate Relief. Supporting information had not been forthcoming from YLCA and as a consequence the application had been withdrawn. An ongoing review of the process would however be made aware of our application and it is hoped that the guidelines may alter in the future to allow another application.  
It was moved by Cllr Press  
Seconded by Cllr Sweeney and  
**RESOLVED:** to note the information.
- 640. WARSTEIN TWINNING VISIT**  
It was moved by Cllr Press  
Seconded by Cllr Sweeney and  
**RESOLVED:** to provide complementary access to the Picture House for the visitors from Warstein on the 30<sup>th</sup> May 2013.
- 641. PARENT & BABY SCREENING POLICY**  
The council discussed a letter received challenging the policy of the screenings and its method of communicating.  
It was moved by Cllr Press  
Seconded by Cllr Sweeney and  
**RESOLVED:** to write explaining the reasons behind introducing the screenings and the reasons behind the wording used to inform the public of the screenings and to confirm our intention to continue using the same wording.
- 642. PICTURE HOUSE BUILDINGS INSURANCE**  
The Town Clerk informed the meeting of higher than expected premiums being received for the financial year 2012/13. He outlined that the insurance was provided by Calderdale MBC in their position as landlord and confirmed that comparative quotes for the financial year 2013/14 were being sort from the Town Councils insurers and the open market. The best option would then be taken forward.
- 643. DATE OF NEXT MEETING**  
29<sup>th</sup> April 2013 at 7.30pm in the Greenwood Room.

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the PICTURE HOUSE COMMITTEE held MONDAY 29<sup>th</sup> APRIL 2013

#### MINUTES

**PRESENT** Councillors; Yorke (Chair) Davenport, Fearon & Hodgins.

**Also present: Rebekah Fozard (Picture House Manager) & Caroline Finch.**

**Clerk: Jason Boom – Town Clerk HRTC.**

**672. Apologies for Absence and any substitutions**  
Cllr Gibson & Duncan Watson.

**673. Members` Interests relating to agenda items for this meeting.**  
None were noted at this time.

**674. To report on matters arising from the minutes of meeting held 18<sup>th</sup> March 2013 not itemised on this agenda.**

It was confirmed that the provision of tickets were being developed with both the hardware and software being considered as well as an online presence.

It was confirmed that approximately a dozen visitors from Warstein would be welcomed to the Picture House on the 30<sup>th</sup> June.

The Town Clerk confirmed that insurance cover was in place using the Picture House Landlord to provide this cover. The cover was taken to the market but the cover provided by the landlord was the most competitively priced.

**675. FRIENDS OF THE PICTURE HOUSE**

Caroline Finch reported that the AGM had been held and a new committee elected. Members requested a tour of the Picture House prior to the new meeting with this being arranged for 13<sup>th</sup> May at 7.00pm.

The Friends are keen to financially support the Picture House and are looking for suggestions. Images for the Picture House from the Martin Parr collection, mirrors for the toilets, images for the stairs were suggested and will be developed.

The committee discussed the Tour de France and the opportunities it provides for the Picture House and the Parish.

It was moved by Cllr Yorke

Seconded by Cllr Davenport and

**RESOLVED:** that full council should consider the opportunities that the Tour de France brings to the Parish as soon as possible.

It was agreed that there needs to be an appropriate balance between the Picture House and the needs of the Tour de France.

The Friends desire to see a youth film festival was communicated and will be developed with the friends being put in contact with Cllr Baker regarding any such programme.

- 676. PICTURE HOUSE HISTORICAL ANALYSIS**  
Figures on tickets sales, attendance, secondary sales, screenings and bar sales were circulated and discussed.  
Growth was evident in all sections with figures looking positive and healthy.  
The Town Clerk confirmed that final accounts would be presented to the Town Council on the 29<sup>th</sup> May 2013.
- 677. STAFF UNIFORMS**  
Councillors were made aware of ongoing issues with staff not complying with the current uniform policy.  
It was moved by Cllr Hodgins  
Seconded by Cllr Yorke and  
**RESOLVED:** to review the policy prior to the next committee meeting in preparation for its re-endorsement.
- 678. PICTURE HOUSE BUILDINGS/PROJECT UPDATE**  
The Town Clerk outlined the imminent installation of the alternative content system, circulated plans for the disabled and upstairs toilet refurbishment and advised the meeting that the tenders were about to be issued, outlined the back kiosk works, the imminent insurance replacement of the auditorium curtains, air condition installation in the projection box and the ongoing electrical inspection.  
The Picture House Manager outlined the recent issues with the projector and the one missed screening.
- 679. PICTURE HOUSE MEMBERSHIP SCHEME**  
A complaint was considered.  
It was moved by Cllr Yorke  
Seconded by Cllr Hodgins and  
**RESOLVED:** that the Picture House Manager contact the complainant to advise that when the pricing structure is next revised the issue of single person pricing will be considered.
- 680. PICTURE HOUSE MEMORIALS**  
The submitted request was considered and discussed in depth.  
It was moved by Cllr Yorke  
Seconded by Cllr Davenport and  
**RESOLVED:** that the Picture House Manager reply to the request advising that at present no policy existed with regard to these requests.  
The Picture House with the assistance of the Friends of the Picture House would be considering a scheme that it could accommodate.
- 681. DATE OF NEXT MEETING**  
24<sup>th</sup> June 2013 at 7.30pm in the Greenwood Room.  
  
Meeting finished at 9.10pm.