

Minutes of a meeting of Hebden Bridge Community Association Annual General Meeting

Saturday 9 July 2016

Waterfront Hall Hebden Bridge Town Hall

1. Apologies for Absence

9 apologies were received including: Cllr Jane Scullion and Françoise Ancel (St Pol sur Ternoise)

In Attendance

Staff (& Member): Graham Mynott (Director HBCA)

Directors (& Members): Rachel Rickards (Chair HBCA), Amanda Ward (Treasurer), Rory Deighton (Company Secretary,) Tamsin Curror (Trustee,) Dai Larner (Trustee,) Paula Nickson (Trustee), Anna Wiseman (Trustee)

Members : Josh Fenton Glynn, Maggie Woods, Mike Green, Emma Clegg, Stephen Curry, Richard Needham, Andrew Bibby, Helen Doodson, Sarah Rae, Ian Vickridge + 1 (name not clear on attendees list)

Sarah Helliwell (Cresswells – Auditors)

{The meeting met quorum of 8 members in attendance}

2. Draft Minutes of the 2015 AGM

The minutes were approved

3. Matters Arising from this meeting

We are still looking at the feasibility of sourcing a piano for the Town Hall.

4. Chairs Annual Report to Members

Rachel Rickards Chair of the Trustee Board talked about our experiences as an organisation over the last 12 months. She thanked members for their support at the end of a life changing year for many of us as we reflect back on the role of the Town Hall in our community. Rachel thanked Amy, our outgoing Director, and welcomed Graham Mynott who joined us this year. We were proud of a charity and a Town Hall that has hosted 100 community groups, 61 businesses, had hosted 31 weddings & celebrations, supported 3000 people, 8 dogs and invested over £352k of social value back into our community.

Rachel talked about the Boxing Day floods and the role of the Town Hall working alongside and in partnership with a whole community. Our role as a home for people to work together in support of our whole community was unparalleled and unexpected. We designed systems to match volunteering offers with expertise, cleaning banks, food banks, food helped our whole town recover better and faster and fostered a real sense of community. We worked in partnership with the Red Cross and Khalsa Aid to feed and help our town.

Graham Mynott our new Director talked about how the aftermath of the floods been really important for us. He talked about the impact of the water on the building where it came 1 metre in the building and the lessons that we had learned. He talked about how the work built on our experience of the Staying Well project and believed that this role for us as a focus for emergency

response in the town, and as a HUB for “staying well” could continue and develop. He thanked Helen Doodson who delivers the Staying Well project for us for all of her work and support.

Graham talked about developing our relations with members being a key priority for us going forwards. He talked about the need for a renewed focus on fundraising and emphasised the rich stories we can tell about flood resilience with the Map Chair verbal stories & film and Alternative Christmas event. Graham wants us to develop the courtyard area going forward and is seeking monies to do this. Graham talked about the HBCA’s ability to act as an accountable body and host public events that add value to the town.

Graham said that membership is rarely at the forefront of what charities do. Here it is and should be different. He wants us to build on the original friends of the Town Hall and is planning to host an event looking to build membership on 16th September.

5. Annual Accounts and Auditors Financial Report

Amanda Ward HBCA’s Treasurer presented the accounts to the meeting. The full accounts are available on the website.

We have a new auditor Cresswells, based in Hebden Bridge appointed this year. Sarah from Cresswells is here to answer questions.

Key points

- We have a good operating income with full tenancy and a full calendar of room hire;
- This is our first full year of running the café in-house and the café is doing well
- Operating costs have risen in line with the increased activity, which is to be expected
- We have unrestricted reserves of £1.2m that are locked into the building, and not available to use. We have undertaken a large exercise this year to ensure that we have categorised restricted and unrestricted funding correctly.
- Operating costs are essentially equal to operating revenue.
- We are struggling with our depreciation costs at the moment. We are still in the initial 4 year period where many of our core assets are being depreciated in the accounts.

Q What plans do we have for depreciating machinery?

The board has a regular review of depreciation, and the cyclical costs of replacing furniture and plant. This programme is planned annually.

- Balance sheet; the biggest asset is the Town Hall itself. We have small assets in the Café Stock and Debtors, but the building is very much the key asset.
- We need to demonstrate on an ongoing basis that the building is still being used in the way it was planned for.
- Amanda demonstrated how the building as our key asset was funded.
- Amanda demonstrated the current loans that we have outstanding and explained how the repayment schedules affect the running of the building.
- Amanda explained the relative approaches adopted by our funders, ERDF, SIB and the Key Fund. We are absolutely reliant on the good relationships we have with our funders and in demonstrating the benefit that we bring back into the community.
- We have plans to develop our café trade, to develop in house events, to develop our fundraising strategy. Trustees do not underestimate the challenge that the outstanding loans mean for us.

Questions

Q. Are we making enough from Weddings?

We can do some weddings. But it's wrong to think that with our current staffing levels this is the solution to all of the financial issues. We do not have the infrastructure to offer a high specification wedding venue. We are interested in delivering wedding venues in partnership with other locations in the town but the idea that we can generate a large wedding business and run a community centre is just not feasible.

Q What is the Trading company?

We have now created a trading company, based around the cafe that will allow us to complete other activities that could benefit the charity.

Q What are the plans for better developing the membership?

We keen to develop the membership as an asset for the town and business. This will be important for us going forwards. We want to get better at membership development.

We are in the process of developing our communications strategy which will help us to engage our community better.

Q Where are the 2 oil paintings?

They are not on-site, they were removed when the renovations commenced and are in the care of the Local Authority. We will look into this and see if we can ensure that they are properly displayed

Q Will we make the minutes of Trustee Board minutes available on the website

We will discuss this at the next Trustee Board meeting.

Q How was Graham appointed?

Graham was appointed by 20 people. Stakeholders, tenants, trustees, community members working in partnership.

6. Ordinary Resolutions from trustees and members

No ordinary resolutions have been raised.

7. Questions Answers & Discussion

See section 5

8. New trustees

New trustees

9. Any other ordinary business

None was raised.

With approval of the Board: Hebden Bridge Community Association Ltd, July 2016

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