

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

Saturday 10 June 2017

Waterfront Hall, Hebden Bridge Town Hall

Graham Mynott, our Chief Officer welcomed members to the meeting.

1. Apologies for Absence

7 apologies for absence were received from Members of the Associations

Apologies were also received from Sarah Helliwell (our Auditor from Cresswells)

In Attendance

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

Directors (& Members): Rachel Rickards (Chair HBCA), Amanda Ward (Treasurer), Rory Deighton (Company Secretary) Dai Larner (Trustee) , Richard Needham (Trustee)

Members : Antonio Benitez, David Groves, Sarah Rae, Else Fairbanks, Dai Larner, Bruce Cape, Janet Cape, Geoff Tansey, Christine Wright, Ralph Nimmann, Paul Kilgallon, Katherine Wackerbarth, Stephen Curry, Maggie Woods

(The meeting met quorum of 8 members in attendance)

2. Draft Minutes of the 2016 AGM

The minutes of last year's AGM were approved (proposed Dai Larner, seconded Rachel Rickards)

3. Matters Arising from this meeting

We are pleased that, thanks to a generous donation, we have been able to buy a piano. The Piano Festival maintain it and it has been used for the Festival, some jazz nights and a couple of other events.

We now have a formal arrangement with Calderdale Council making us an emergency hub for future flood relief efforts. This builds on the experiences of Boxing Day 2015 and our subsequent efforts.

We have spent time working on the Flood Stories. This is work that was completed with a Community Foundation grant, and tells a vivid story about the experience of the floods.

We are working on the Courtyard area with a mosaic, planters on wheels and a number of efforts to make the courtyard a more attractive place to visit.

One area we have not progressed as much as we want to is the Membership engagement. This will be a priority area for us next year, and with a more resilient staffing team will achieve this.

Depreciation remains an issue for us in the accounts. We have started to set aside monies in our accounts to cover plant and machinery.

We had discussed the Cafe which now exists as a wholly owned trading subsidiary of the Association. The Café trading is going well and made a small donation to the main charity at the end of the year.

Oil Paintings: There are 2 paintings by John Holland which could have gone into a refurbished Greenwood room. This has been explored but the costs of installation to meet the standards required were too great.

Transparency: Trustees have agreed not to put minutes on the website. This is just about work and workload. We want to be more transparent by communicating better with our members.

4. **Chairs Annual Report to Members & Questions (Agenda Item 7)**

Richard Needham welcomed people to the meeting. It's been a great year for the Association with the Queens Award reflecting the success that we have all enjoyed in the last 5 years.

Richard thanked our outgoing chair Rachel, who had supported the organization from almost day 1, creating the original building and making it work with a new Trustee board. Rachel has left us to dedicate more time to her new baby Thomas.

Richard thanked Tamsin Curor at the end of her 3 year term. Tamsin had provided great expertise in media and communications and been a core member of the board for 3 years.

Anna Wiseman had left the board when she changed jobs and moved away from the area. We thanked Anna for the work that she has put into HBCA.

Antonio introduced himself as a Manchester Science Festival Director and hoped to be elected to the board later in the meeting.

Rachel talked about her experience bridging the gap between the original building trustees and the newer group who have helped form a working living building.

Graham talked about his experience at the end of his first 12 months leading the organization. He pulled from the accounts a number of stories about the building.

- He thanked the Trustee Board. Graham thanked our volunteers who make the building work on a day to day basis and provide the face and smile at the front of the building. He thanked the staff team, who work together tirelessly for the good of the building.
- Flooding. We've had to complete the insurance claim and make the building more resilient for next time around. We have new windows, sump pumps and valves on our drains to protect us more. The relationship has improved with the local authority and stands us in good stead for the future.
- We put a lot of work behind the scenes into the Great British High Street Application.
- We were really proud of the Queens Award and what it says about how our partners think about us: having been nominated.
- We will be/and have been hosting a large range of meeting related to Flood resilience, and making the whole Valley safer.
- Our Staying Well service continues to address loneliness and social isolation in the Upper Valley. It's a really important role for our organization.
- We have around 60 regular groups working in the building and using rooms and space. We have 110 other groups who have had other use in the building. We have hosted weddings, parties, birthdays and memoriums.
- Our relationship with the business community remains good. We have 34 rooms serving over 40 businesses with occupancy at over 93%. We have nearly 30 hot-desking users using the space.
- In 2015/16 the building was only closed for 8 days. It reflects the high level of use in the building.

We have strategic plan for the building which includes-

- a. widening our reach into the community, though initiatives like Staying Well.
- b. supporting business and the local economy, in the upper Calder Valley. We have some fantastic tenants that we can build around.

- c. a focus on the building, the challenge of the old town hall, and maintaining a the high standards for the new part of the building. We want to- and need to, keep our standards high.

Q How many people do we employ now? We now employ 11 staff including the café team and another (at least) 60 people employed in the businesses in the building.

Q. Where are the members and how are we going to develop this?

We agree that we need to be better at this. It can be a distraction from the work of a charity but for us, we think it is important, and we will focus on it more next year. This will look like a much greater level of engagement with all of our members e.g. only 30% of our members read the members mailings we send. We need to get better- and criticism of us in this regard is fair. We'd love to open up the membership more and get more people involved. Could we revive the mugs? There is a cost to running the membership scheme, but it should be really important part of our building.

Q. Can we trademark this place/building and use it creatively

Yes good idea. We are often asked to share our expertise – sometimes paid sometimes free.

Q. The Café income projection- do we know what it is?

The Café will turn over c£120k a year. We have (almost) the only profit making Café in any building supported by SIB (Social Investment Bank) – according to our relationship manager. We do a lot of Bars, and also a lot of meeting catering, so the income comes from different places at different times.

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 and copies of the Statement of Financial Activities and Balance Sheet are available at the meeting. A copy of Amanda's presentation is available on request from Graham Mynott.

We are always balancing profit with activities that benefit the community

Our operating activities are up 29% at £418k, and our costs are up 9% to £355k. We have managed to increase our reserves. We have un-restricted reserves of £1.28m which are related to the building.

In the year we have generated £69k of net profit. Depreciation is now starting to reduce a little, but we need to put resources into the replacement funds to cover long term replacements in the building.

Grant income- lots of funders are looking at our reserves (on paper high) and we are struggling to build our grant income. We keep applying for grants but it will always be difficult to access other types of income.

We have 3 loans from Futurebuilders. We are currently on a repayment holiday but repayments could start from 1st August 2018. This is a key area of focus for the Trustee Board.

We are looking to

- Increase team capacity
- Increase our café trade
- Have a clear plan to cover Futurebuilders loans

Q Do we have to pay £10k a month in interest from 2018?

Yes possibly. We are looking at refinancing at a lower rate. This is possibly the most significant issue facing the Trustee Board. We are maximizing café/rental/activity income so our opportunity to grow the business further is limited.

We are however confident that we can find solutions to these problems. We have an excellent relationship with SIB and are committed to working in partnership with them to take this forward. SIB have been very supportive of our organization and can see the benefit that we bring to the community. We are confident that we will be able to work towards a solution with these partners.

Q Have you looked at Crowdfunding?

Yes we have. At the moment this is not our favored strategy. We cannot do this currently within our current governance arrangements so would have to complete a wholesale constitutional re-structure to enable us to pursue crowdfunding.

6. Ordinary Resolutions from Trustees & Members

None had been received prior to the meeting

7. Questions and answers & discussion

Covered already in the meeting

8. New trustees

We have 4 existing trustees who are all retiring. Rachel, Tamsin are stepping down. Rory and Paula are standing again. The AGM was able to read brief biographies for all of the potential Trustees.

The AGM was also asked to formally appoint Antonio Benitez and Richard Needham to join the Trustee Board

The AGM formally elected Rory, Paula, Richard and Antonio to the Trustee Board

Proposed Geoff Tansey Seconded Ralph Nimmamm

9. Any other ordinary business

None was raised.

With approval of the Board: Hebden Bridge Community Association Ltd

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