

Hebden Bridge Partnership: Minutes of Management Board held on Monday 30th October 2017 at 2 Hebble End.

Present: Cllr Dave Young (chair), Paul Forrest, Lesley Mackay, Anthony Rae (Secretary), and Mark Simmonds. Also in attendance: Andrew Bibby

Apologies: Jonathan Timbers.

1. The minutes of 19th October 2017 were approved, without change. There were no matters arising.

3. Handover of Company Secretary tasks to Anthony Rae: AR reported on his progress against the issues identified in Andrew Bibby's handover document: *Companies House* - online access achieved, and this is how future reporting will be undertaken; *mailing list* - transferred; *bank account* - **Action: Treasurer to arrange for change of signatures** to the three officers; *website* - transfer in progress; if necessary assistance to be sought from Chris Ratcliffe. AR also referred to the quorum requirement of four directors under article 49. The possibility of co-opting two additional persons to be considered. **Action: AR**

4. Future Workplan of the Secretary: AR presented some outline suggestions for development in the next two months: HBCA board on 26th October had endorsed the proposals of HBP, thus initiating the 12 month trial period; AR will meet with Graham Mynott Friday on 10th November; short SurveyMonkey survey of members' attitudes and wishes to be circulated probably middle of November **Action: draft to Board**; possible creation of new Facebook page entitled 'Hebden Bridge - Community', with contributions from HBP, HBCA and individual committee organisations **Action: Mark to prepare prototype, following brief from AR**; possible timetable for HBP/HBCA public meetings to be held three times a year in February, June and October (to also feature activities of our member organisations) to be considered; HBP Board meetings to be held one month beforehand i.e January, May and September; but in between there will be monthly messages from Secretary to communicate action on implementing the 'narrowed agenda', combined with monthly meeting with Chair; funding - there is an opportunity to seek a Calderdale small grant to support publication of the 2018 visitor guide - closing date Wednesday 1st November [at the meeting, I reported that I had previously thought the deadline was Friday 3rd November, but I was misremembering a message from Katie Kinsella which had identified the closing date as 30th November (the date I had at the back of my mind). In fact the actual deadline is 1st November.] **Action: agreed to seek funding for both 2018 and 2019 guides**; HMRC annual returns in relation to capital gains tax **Action: AR (who recommended no action need be taken) to check previous correspondence.**

Action on all the issues in these minutes (unless otherwise stated): **AR**

There was no other business. The meeting closed at 6.50pm

