

Hornsey Town Hall Creative Trust  
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The Broadway  
London N8 9JJ

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**SUMMARY OF MINUTES OF A MEETING OF THE BOARD OF  
DIRECTORS HELD ON  
Wednesday 20<sup>th</sup> June 2012, 7.30pm  
Old Clinic, Hornsey Town Hall, N8**

**Directors present:**

Liz Sich (LS) Chair  
Benjamin Lesser (BL)  
Graeme Jennings (GJ)  
Kevin Pinnock (KP)  
Sheila Kavanagh (SK)

**Apologies received from**

Matt Cooke  
Celia Greenwood  
Paul Strang

**1. Minutes and matters arising**

Minutes of 16<sup>th</sup> May 2012 approved

**1. Draft Memorandum of Understanding**

Trustees reviewed second draft and further comments were discussed and agreed.

Liz will circulate amended version to Trustees for sign off

After sign off, Liz to send to LBH

**2. Website**

Second version of home page was approved by Trustees.

Post meeting note: Kevin and Liz discussed more detail over the 'phone following the meeting. Kevin to ask Pedalo to send design for second and subsequent pages; Gallery could evolve into Heritage Education; Around the Town Hall tab could be links to local events in Crouch End; key to ensure the join our mailing

list will link to the Friends' page; Twitter and Facebook box to be more prominent.

Liz will begin to draft copy and source new photos (eg via ArtAngel)

3. **Help for HTHCT**

The job description for part time, self-employed administrator was circulated. Agreed to keep it to general administration with the possibility of growing into management of the Friends' scheme. Aim for £100 a day.

Liz to sort out advertising on Crouch End Open Project website

4. **MATA**

Liz reported that MATA had received development funding of £482,600 which would enable them to appoint a Project Director and begin work on heritage education. The MATA press release had been circulated to trustees on 31 May and was also on the HTHCT website.

Liz will contact Sue Robertson for a catch up (post meeting note: she is talking with Sue on the 'phone on 26 June and will meet up for a coffee with a second HTHCT trustee)

5. **Interim Uses**

Various community groups have expressed frustration that HTH suddenly appears to be open and available but they didn't know about it.

Liz is continuing to push LBH for a list of hire charges and criteria that can be put on the HTHCT website.

6. **LBH**

Liz reported that the Project Panel scheduled for 30 May had been postponed until 4 July.

On behalf of Trustees, Liz emailed David Williamson asking LBH about the procurement of a design team for HTH and expressing concern that the work done by both McAslan and Bennetts should be put to good use since they have an in-depth knowledge of HTH and to avoid wasting both time and money.

David Williamson of LBH responded saying that this was a pre-procurement exercise and that there was a possibility that Bennetts or McAslan could forge a partnership within the available frameworks.

It was AGREED that Graeme and Benjy will produce a paper in advance of the Project Panel meeting on 4 July (in plain English!) outlining previously agreed principles and asking key questions of LBH such as what are the value/quality criteria and what is the current timescale as there are Trust concerns about slippage.

**7. Accounts**

Now successfully filed at the Charity Commission.

The accounts for 2011-2012 will not need formally auditing as we have no income. We will have to produce a formal report and accounts for Companies House by 31 December 2012 and a version for the Charity Commission.

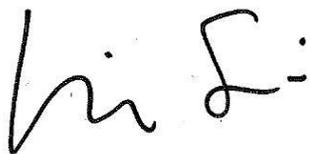
**8. Dates of next meetings**

The next HTHCT meeting is the AGM Wednesday November 21<sup>st</sup>.

**9. AOB**

Graeme will bring summary of skill set and propose process for recruitment for the September meeting.

Minutes of website: it has been AGREED to publish a summary of minutes on the new HTHCT website

A handwritten signature in black ink, appearing to read 'Hi S.', is written on the page.

**Signed:**

**Dated: 21 November 2012**