

Hornsey Town Hall Creative Trust
Room 15, Hornsey Town Hall
The Broadway
London N8 9JJ

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**SUMMARY OF A MEETING OF THE BOARD OF DIRECTORS HELD
ON
Wednesday 16th May 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)
Celia Greenwood (CG)
Matt Cooke (MC)

Apologies received from

Paul Strang

1. Minutes and matters arising

Minutes of 23rd of February approved

Liz and Sheila had an informal meeting with Cllr Joe Goldberg to fill him on HTHCT's recent activities and briefed him about the strategy document for future working

MOU has been drafted and tabled at this meeting

Liz wrote JD for an HTHCT administrator

1. Draft Memorandum of Understanding

Graeme and Liz circulated the first draft.

Comments were discussed and agreed.

Graeme will send a second amended version to Trust members;

All to comment and agree asap

On agreement, Liz to send to Cllr Joe Goldberg and David Williamson

2. Website

Kevin presented ideas for the updating of the site and improving content management.

Pedalo are redesigning the front end to make it more user-friendly and up-to-date.

He also proposed that a My Hornsey tab will showcase the work of photographer Antoinette Haselhorst , who will take photos of local people and businesses with comments about the Town Hall and local area. Then they will be asked a series of questions including how they can engage in the Town Hall and Town Hall Square. Perhaps we could call this Around My Town Hall.

Friends of Hornsey Town Hall tab will collect new contacts. We will use Mail Chimp for this facility.

Kevin will manage this until we have administrator in post. Blogging should also be established once new site is established. We should have a Twitter presence. We could use Buffer to release messages at regular intervals. We could have a link to Crouch End Project site and other sites.

It was AGREED that we will get the front end right first (news, background, Friends tab) and then add new developments including My Hornsey (or a name that links better to Hornsey Town Hall such as Around the Town Hall).

Kevin will circulate to Trustees Pedalo's proposed template for the front end (should be available within 2 weeks)

Kevin will circulate to Trustees proposed questions for the My Hornsey tab

We will explore possibility of media intern to help get social media up and running once administrator is in place.

3. Help for HTHCT

Liz circulated the JD some time ago. She will re-circulate and we will advertise locally.

4. MATA

Nothing to report until HLF make decision on May 22nd. Liz met with MATA fundraiser who is working on other funding opportunities. She has also spoken to LBH Press Officer re announcement following decision. There is a project panel on May 30th, which Liz will attend.

5. Interim Uses (LS attends on behalf of HTHCT)

Planning to fully animate Town Hall and Square during summer months and Kudos or similar will have use during the winter. Artangel is on this weekend.

Liz is trying to get in touch with ArtAngel re website information and invitations to the private view.

There has been concern from local organisations like Open Studios that the Town Hall now seems to be available for some but not all. Liz is in touch with Sally Lowe (LBH press officer) and reported that a response has been sent to Open Studios with LBH's recent initiatives. Liz will send a copy of the response to Trustees.

6. Accounts

LS reported that these have been successfully filed at Companies House.

Accounts will need to need to have them scrutinized by accountant before we submit to the Charity Commission. LS to meet Ibrahim Bah will meet Liz on Friday to discuss re completion of both years.. Then we will hold AGM in November to agree 2011-2012 accounts and annual report.

6. Dates of next meeting

The next HTHCT meeting is Wednesday June 20th at 7.30pm
Then Monday 23rd July, Wednesday September 19th, Wed October 17th (tbc)
AGM Wed November 21st.

7. AOB

Graeme will bring summary of skill set and propose process for recruitment for next meeting. We hope to have new members for September meeting.

Minutes for HTHCT website: it was AGREED to publish a summary of minutes on the new HTHCT website



Signed:

Dated: 20 June 2012