

**GRASSINGTON DEVONSHIRE INSTITUTE**  
**(A Charitable Incorporated Organisation – Registered Charity no. 1185815)**

**TRUSTEES**

**NOTES OF A MEETING HELD ON WEDNESDAY 8<sup>th</sup> JULY 2020**

**Participants:** David Wood (in the Chair)  
Hanne Barton Barrie Doyle  
Marion Field Stephen Parry  
Jean Slater

**In attendance** Penny Clover (Treasurer)

**1. Notes of previous meetings**

The notes of the meetings held on 1<sup>st</sup> July 2020 were confirmed as a correct record.

**2. Finance report**

The Treasurer reported that invoices, to the value of £4,400, had been paid in favour of Spot-On Theatre Services. A payment from Government, of £1,382, under the Job Retention Scheme, had been received. Despite several reminders, it was disappointing to note that over £500 of outstanding bills were owed to the GDI by local organisations. It was agreed that the expenditure line, relating to 'Telephone' would be expanded to 'Telephone and Broadband'.

**3. Prize Draw**

The winner of July's prize draw of £50 was Cathy Doyle (number 12).

**4. Conditions for re-opening the Town Hall**

National guidance, together with that published by ACRE and Craven District Council, had been received and circulated to Trustees. At least one major user group of the Town hall had started to circulate communication, seeking members' views as to their interest in returning to 'the new normal' as early as September 2020. As such, Trustees needed to consider both the practicalities for re-opening and the 'moral duty' to re-open a community facility.

Some initial work had been done in the Octagon, to assess a new, socially-distanced seating capacity and this stood at 30, taking into account the new to erect the stand-alone seats. Capacity in the Main Hall would be much greater but a detailed exercise had not yet been undertaken to mark out the accessible seats.

The latest guidance recommended a significant cleaning regime be put in place and Trustees felt that this would, in all probability, require a change of role for the Caretakers, once back from furlough. Beyond this, any voluntary input, working in accordance with an agreed schedule and set of standards, would be incredibly helpful. The potential need, to levy an 'additional cleaning' charge, on top of normal hire fees for all but the Snooker Room was discussed, although no conclusion reached at this stage.

The position of other local halls was discussed and it was felt essential that the GDI be present at the 'Zoom' discussion, to be run by Craven District Council with Village Hall representatives, on 14<sup>th</sup> July.

A broad agreement was reached on the need for a Risk Assessment to be undertaken, a set of cleaning and room preparation standards to be developed and a new 'Hirer's Agreement' to be produced, to reflect the new conditions.

*Action – Mr Wood to 'attend' the 'Zoom' meeting of Village Hall representatives. Mrs Barton and Mr Wood to start the process of drafting a risk assessment and supporting documentation.*

## 5. Proposed Lease discussions with Grassington Parish Council

In the light of the experience of those involved in completing Phase 1 of the Stage Project and the outcome of the external asbestos report, Trustees indicated they were more likely to be disposed towards a full repairing and insuring lease for the premises. However, a number of conditions would need to be agreed for either inclusion in any legal agreement or in any associated exchange of letters. Trustees discussed a number of these conditions and these were noted. As such conditions relate directly to a future contractual relationship, between the GDI and GPC, no detail of the proposed conditions will be referenced in these notes.

*Action – Mr Wood to contact the Chair of GPC to make an arrangement for the discussion, between representative groups, on the subject of the proposed re-development of the Dales Playschool area and the lease for the Town Hall.*

## 6. Any other business

**Stage Project** – Phase 1 had now been completed. Photographs had been taken and these would be publicised in due course. Phase 2 would involve the installation of new LED lights on the lighting bars and a 'new' earth cable. Phase 3 would involve the re-dressing of the stage including re-hanging existing and new curtains. An application for funding support, for the red (stage front) curtains had been made to Linton Parish Council. Grassington Players would be invited to contribute towards the cost of a new stage ladder (est. £400).

*Action – Mr Doyle to write to Grassington Players to request their consideration of some financial contribution.*

## 7. Date and time of next meeting

Due to the holiday commitments of two of the Trustees and the likelihood that phase 2 of the stage project would not commence until early August, it was agreed to leave the date for the next meeting flexible.

DPW

10<sup>th</sup> July 2020.