

# GRASSINGTON DEVONSHIRE INSTITUTE

## TRUSTEES

### NOTES OF A MEETING HELD ON MONDAY 9<sup>TH</sup> JULY 2018

<b>Present:</b>	Trustees	David Wood (in the Chair)	
		Rob Charlton	Mandy Clover
		Penny Clover	Graham Davies
		David Garland	Andrew Jackson
		Marion Field	Bob Kendall
		David Tierney	
	Secretary	Val Giles	
	Treasurer	Angela Beetham	

**Apologies** Hanne Barton

#### 1. Notes of previous meeting

The notes of the meeting held on Monday 4<sup>th</sup> June 2018 were approved as a correct record. The notes of the remuneration meeting, held on Monday 4<sup>th</sup> June 2018, were also agreed as a correct record.

#### 2. Action Sheet

Mr Wood stated the reason for the introduction of an action sheet and invited Trustees to indicate any progress on any of the items listed. There were no actions to report.

*Action - The Chair and Secretary to ensure that all outstanding actions are recorded and attributed on the action sheet. All Trustees to ensure that action, for which they have agreed to take responsibility, is taken and recorded on the action sheet until the item is 'closed'.*

#### 3. Matters arising

##### i) Chair's update

Mr Wood reported that there had been three Trustee resignations since the last meeting. Mrs Wilson, Mrs Gower and Mr Gower had confirmed their wish to resign and a note of acknowledgement and thanks had been forwarded to them. It was hoped that all would, at appropriate times in the future, return to offer voluntary effort at Town Hall activities.

An advertisement had been drawn up and delivered to the majority of households in Grassington, inviting interest in becoming a Trustee in relation to specific areas of interest. To date, no immediate interest had been received although Mr Davies reported one person had expressed interest in the longer term.

Mr Wood reported that two claims had been received from individuals, whose property had been damaged whilst at the Town Hall. The Treasurer confirmed that the amounts claimed (£39 and £40) had been paid to individuals for trousers damaged at the Octagon and for damage to flight case locks by an intruder during Grassington Festival.

#### 4. Fire Risk Assessment Report and Action Plan

Trustees had received an updated Fire Action Plan following the last meeting on which progress and recent actions had been reported. In addition, Mr Davies stated that a quote for replacement and repairs to fire doors had been received, totalling £3,708.40. No VAT would be payable on this sum. Some discussion ensued regarding the case for replacing and repairing the doors and whether more than one quotation should be obtained before proceeding with the work. It was noted that Trustees had given priority to the fire risk assessment report, and much more work would be required to be done before the Fire Authority could be called in to advise further,

particularly in relation to structural changes. By majority vote, Trustees agreed to proceed immediately with the fire door work.

*Action - Mr Davies to confirm the quotation as acceptable and seek information regarding the timescale within which the work can be completed.*

Mr Davies reported that despite seeking quotations from two builders, no details had yet been received. A third company had been contacted regarding the various schemes but, again, no reply had been received to date.

*Action - Mr Davies to chase up responses from the three building contractors.*

Mr Garland stated that Keybury had repaired/replaced some of the heat detectors which were found to be faulty (or not up to the required standard) at the takeover visit. Six detectors (4 in the main hall and 2 on the stage) required podium or scaffold access.

Mr Wood reported that Mr Davies, Mr Garland and himself would be meeting with the Caretaker to identify the storage and rubbish removal issues throughout the building, but specifically in the basement area. This meeting was scheduled for 9.30am on Tuesday 17<sup>th</sup> July. A meeting with a representative of Craven Safety had also been arranged, on a 'no obligation' basis, to discuss the production of a suite of safety-related policies and procedures for the Town Hall. Mrs Barton, Mr Davies and Mr Wood would attend that meeting, scheduled for 10.30am on Tuesday 24<sup>th</sup> July.

*Action - Any Trustee who wishes to attend either meeting to contact Mr Wood.*

Mr Davies asked if any start date had been agreed for the work to remove vegetation from the roof space above the toilets. Coun. Charlton confirmed that the work had been commissioned by the Parish Council but was not aware of any date for this to take place.

Mr Davies referenced the uncomfortable conditions in the Octagon due to the clement weather and asked if the ventilation system could be repaired. Mr Tierney replied that he understood the system was in working order, although it tended not to be used very often. A test of the system will determine any further action on this point.

The Secretary was asked to ensure that Hirers of the Town Hall facilities, who wished to bring electrical equipment into the premises, be informed that up to date PAT testing was a condition of hire.

*Action - The Secretary to ensure that the terms and conditions of hire make this point explicit.*

## **5. Prize Draw**

Mr Tierney asked whether, in view of the Hub and Festival both asking for additional donations from residents ('Friends' in the case of the Festival), it was time for resources to be pooled. Whilst this may well be a discussion to be had in the future, it was not felt appropriate to discuss the subject in detail at this stage.

The prize draw winners were confirmed as 1st R & P Arnott, 2<sup>nd</sup> James Burke Smith, 3<sup>rd</sup> John Wright.

There was considerable discussion regarding the method by which the prize draw was undertaken.

*Action - Mr Tierney to reflect on the views expressed and provide details of a proposed new way of disclosing the outcome of the draw.*

## **6. Finance Report**

The Treasurer sought approval to pay an electrical contractor's invoices (for emergency lighting and standard lighting work) and a bill for Caretaker's consumables. These were approved with the cost relating to emergency lighting being recorded on the fire action plan schedule.

It was noted that the charge for water had reduced by 50% when compared to the equivalent period in the previous year and that Craven District Council had refunded in full the non-domestic rate of around £800.

The Treasurer sought a view from Trustees regarding the re-issue of a cheque, received by a creditor in full payment, but lost by them or their bank before it had been cashed. On enquiry, it was noted that the Town Hall's bank would charge £12.50 for the cheque to be cancelled and re-issued. After discussion, the Treasurer was asked to inform the creditor that, as the 'loss' had been incurred following receipt, by them and/or their bank, the creditor must make arrangements with their own bank to void the charge (or accept the charge themselves) before a new cheque would be drawn up.

*Action - The Treasurer to write to the creditor to reflect the Trustees' decision.*

A contribution to the cost of the Dickensian Festival was discussed, following receipt of a letter from the Festival's Co-ordinator. After discussion, Trustees authorised the payment of £1,000 (inclusive of First Aid provision) but explicitly requested that it be made known to the Festival that this contribution should not be regarded as a fixed or guaranteed payment for the future.

*Action - Mr Wood to write to Mrs Jackson to confirm the contribution and the conditions surrounding it.*

The Treasurer reported that the Premises Licence had been updated and re-issued by Craven District Council and the £23 fee reimbursed to Mr Wood.

Snooker and table tennis monies would be included in the financial summary for the August meeting.

Mr Davies suggested that a new budget forecast be drawn up for consideration by Trustees. This should reflect the considerable financial commitment made to the fire action plan and the new revenue streams opened up as a consequence of agreeing a new satellite performance schedule. This was agreed.

*Action - The Treasurer, with input from Mr Davies, to produce a revised budget forecast as soon as possible.*

Mr Davies reported that the 'Jamie' event had produced a provisional profit of £603.

## **7. Building Condition Survey**

Mr Wood reported that the Building Condition Survey had been received from the Parish Council in a single hard copy. All Councillors had seen the report and this would now be circulated to all Trustees. A meeting, with a single item agenda, was agreed for Monday 23<sup>rd</sup> July at 7pm and a provisional date for a sub-team meeting with Parish Councillors was agreed for Thursday 2<sup>nd</sup> August at 7pm.

*Action - Trustees to circulate the report in a timely manner to ensure everyone has a chance to read the documents ahead of the meeting on 23<sup>rd</sup> July.*

## **8. Room fees and charges**

Mr Davies had circulated a proposal for revised room charges and fees. It was suggested that an additional charge, for use of the satellite broadcasting systems, be levied (£100). This was agreed as was the rest of the proposal as written. New terms and conditions would be drawn up to reflect and refer to the charges, with effect from 1<sup>st</sup> August 2018.

*Action - The Secretary to ensure that the new charges and conditions were notified to new hirers and that they become effective from 1<sup>st</sup> August 2018. Existing bookings to be honoured at current rates.*

## **9. Great Places initiative**

Mr Davies reported on the meeting held with Craven District Council representatives. It was noted that there was a big push to retain and attract young people in local communities, therefore schemes which delivered on this would be likely recipients of funding. The Village Forum would be chaired by Coun. Richard Foster, who had

advised that the village's requirements and proposals should be melded together and submitted to Craven District Council for inclusion in their plans. Significant funding may be available for 'whole' village' proposals. The next Village Forum meeting was noted as Tuesday 17<sup>th</sup> July.

**10. Future role of Trustees**

Mr Wood confirmed that the search for new Trustees would continue and invited any existing Trustee, who felt they could lead on any aspect of the Institute's current work agenda, to let him know.

**11. Future events**

Mr Davies reported that the Wine and Food Festival idea seemed unlikely to get off the ground due to the limitations of the Town Hall, in relation to allowing stallholders to prepare food in the main hall. He reported that he would be meeting with a representative from Kettlewell Village Hall, to discuss satellite screenings, as part of Skipton Town Hall's contingency plans during a period of refurbishment. Trustees agreed that there should be a proposal to screen events at the Town Hall and consider offering transport services to Kettlewell residents who wished to attend.

*Action - Mr Davies to reflect Trustees' thoughts in future discussion with Kettlewell representatives.*

**12. Correspondence received**

i) Food safety and hygiene - The Secretary reported that she had placed a questionnaire in the kitchen for completion each time food was prepared for an event. Following a query from the Lunch Club Co-ordinator, it was felt more instructions, or access to supporting documents, may be required in order to fulfil expectations. Miss M Clover reported that a Food Safety Certificate could be obtained following completion of an online questionnaire. She felt this should be a requirement for at least one member of any team which used the kitchen facilities.

*Action - The Secretary to ensure that all necessary information is made available to hirers to ensure the questionnaire could be completed appropriately.*

**13. Any other business**

i) 'Trustees on call' - Mr Wood informed Trustees that an emergency contact sheet had been placed on the Town Hall notice board in the foyer and this should be referred to by hirers as required.

ii) Kitchen - Miss M Clover suggested a Trustee should take responsibility for ensuring that the two kitchens were cleaned, equipment appropriately labelled and available and food handling requirements set out for all hirers of these facilities. After some discussion, Miss Clover agreed to take a lead on this, which would include a deep clean of the gas cooker in the main kitchen. Volunteers, from the contacts list, would be identified and their names given to Miss Clover as appropriate.

**14. Date and time of next meeting**

The next meeting of Trustees will take place at **7pm on Monday 6<sup>th</sup> August 2018.**

The meeting closed at 9.20pm.

DPW/VG

12<sup>th</sup> July 2018.