

# GRASSINGTON DEVONSHIRE INSTITUTE

## TRUSTEES

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

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

**Apologies** Bob Kendall

#### 1. Welcome

Mr Wood welcomed Dr Jackson to his first meeting as Trustee, having been elected at the AGM earlier in the evening.

#### 2. Notes of previous meeting

The notes of the meeting held on Monday 5<sup>th</sup> March 2018 were approved as a correct record.

#### 3. Matters arising

##### i) Bradford Brass Band event

Miss M Clover confirmed that this event had been scheduled for 7pm on Sunday 16<sup>th</sup> December 2018. Ms Field stated that Grassington Singers would be holding their event, as a trial, on the afternoon of the Saturday (15<sup>th</sup>) and, if this was successful, it would leave the main hall free for a Saturday evening event in future.

##### ii) Door locks and taps

Mr Garland and Mr Gower stated that work had been completed on all of the access doors. It would now be necessary to identify all key holders, although some investigation into single key locks would also be undertaken. There had been no progress regarding the sensor taps, although it was noted that the mechanism which controlled the flow of water to the gents' urinals had been purchased and required fitting.

*Action - The Secretary to establish a key holder list via the Caretaker. Mr Garland to look into the potential to introduce single key locks.*

##### iii) Glass washer/Dishwasher for kitchen

Mr Garland reported that a new electricity circuit would be required in the kitchen if a new dishwasher was to be installed adjacent to the existing glass washer. It was noted that various options existed for the dishwasher purchase, including re-conditioned machines, although such purchase may need to be undertaken by credit or debit card, at relatively short notice, if purchased via the internet.

*Action - Mr Garland and Mr Gower to arrange to cost the plumbing and electrical (enabling) work and to make a proposal for a dishwasher. The Treasurer to look into the possibility of obtaining a credit (or debit) card linked to the Trust's bank account.*

##### iv) Glasses for bar

Coun. Charlton stated that the relevant shelving had been purchased and the glasses should now be possible to re-locate to the bar area.

*Action - Coun. Charlton to arrange relocation of glasses.*

#### **v) Artwork**

Mrs Wilson reported that all artists, who have their work displayed in the building, do so on the understanding that it is at their own risk. A special tool is used to fix the artwork to the walls and such work is removed and securely stored during the summer Festival.

*Action - Mrs Wilson to pass the securing tool to the Caretaker.*

#### **4. Prize Draw**

Mr Tierney stated that there had been no increase in the numbers participating and suggested that a flyer be prepared for distribution across the village, to encourage more people to take part. It was noted that new standing orders, received as a consequence of this publicity, would be deposited at the Hub, at the relevant bank of the individuals concerned or with Mr Tierney. The prize draw winners were confirmed as 1st D&H Hobson, 2<sup>nd</sup> Jean Stubbs, 3<sup>rd</sup> Barrie & Cathy Doyle.

*Action - Mr Tierney to prepare the relevant publicity material and arrange, via Trustees, for its distribution.*

#### **5. Finance Report**

The Treasurer had circulated the management accounts to Trustees ahead of the meeting. All outstanding bills had been paid including Council Tax for 2018/19. She had paid for the water flow mechanism for the gents' toilets from her own money and this would now be reimbursed (£99.99). It was noted that £224 in bills owed to GDI remained unpaid. Whilst a relatively small loss had been incurred for the third month in a row, Mr Davies pointed out that the actual loss was below that forecast for the year to date and hence financial performance was ahead of schedule. Trustees approved the bills to be paid.

#### **6. Lease discussions with Grassington Parish Council (GPC)**

Mr Davies had written to GPC to seek an update prior to the meeting. GPC had identified a surveyor who would be able to undertake the work required, as per the Trust's written requirements, and this would take around two days to complete. It was noted that access to the building would be arranged in such a way as customers' booking would be unaffected. Mr Davies had reiterated the Trust's position that the survey should be completed at GPC's expense and that a full copy of the resultant report should be provided to the Trust.

On the subject of replacement windows, Mr Davies reported there were further delays, with more detailed information being requested of GPC by YDNP's Planning team. It was understood that such information may have been produced within the last few days.

Mr Wood stated that a further meeting with GPC would not be requested until such time as the survey report was received.

#### **7. Business Planning**

Mr Davies stated he had drafted a business plan, drawing on the many comments and discussion which had taken place over recent weeks, and this would be circulated to Trustees for consideration and comment.

*Action - Mr Davies to circulate the draft business plan for comment by all Trustees prior to discussion at the May meeting.*

## 8. Computerised booking systems

Mr Tierney confirmed that he had been looking at the options for a new, electronic booking system and felt that the Skedda system may be most appropriate. An initial trial of this system, which would be free of charge (based on perceived use) would take place using 'live' data from our booking schedule. Trustees were invited to look at the system which was now available on the Trust's website.

*Action - Mr Tierney to report progress with the system evaluation to the next meeting.*

## 9. Calendar and future events

Mr Davies had compiled and circulated a list of possible events and activities which could be arranged in the future. He felt that some of these events could be managed by others, for example the local Chamber of Trade.

He reported that he had now had a chance to look at the work involved in setting up a satellite broadcast, the like of which was currently in place, until June 2018, for the opera screenings. He felt the equipment and process involved lent themselves to other kinds of event e.g. sports and one off events such as the Royal Wedding, but any Trustee taking this on would be regarded as fully-occupied in doing so. Ideally, a small team of volunteers would be required and Mr Tierney indicated that some names could be available.

Mr Davies informed Trustees that a new, one-off event had been offered to the Trust by the company currently providing the opera screening. Detail of the event was embargoed but indicative costs suggested the break-even point would be around 25% occupancy of seats in the Octagon. The event would take place on 5<sup>th</sup> July. Trustees felt that the event should go ahead and asked for more information when available.

*Action - Mr Davies to circulate information relating to satellite broadcasts and to provide more information, when permitted to do so, relating to the proposed event on 5<sup>th</sup> July. The Secretary to ensure that the Octagon is available on 5<sup>th</sup> July. Mrs Gower agreed to contact Mr Currie to establish what, if any, support from the Trustees was required for the Brass Band event on 19<sup>th</sup> May.*

## 10. Membership

Mr Wood reported that it had proved impossible, so far, to identify a comprehensive list of 'members' of the Institute. He reminded Trustees that participation in the monthly prize draw conveyed automatic membership, whereas others were required to pay the £5 (adult) subscription. Both the Secretary and Treasurer had received subscription payments from users of the Town Hall and a single list should now be compiled. This would allow Trustees to consider the potential to offer discounts, advance notice of events and other privileges to its members.

*Action - Mrs Gower to liaise with Mr Tierney, the Secretary, Treasurer and Caretaker to develop and maintain a comprehensive membership list.*

## 11. Data Protection

Mr Wood informed Trustees that new data protection legislation would be enacted in May 2018. As such, there was an obligation on the Trust to notify all individuals, for whom personal data was held, of the detail of that information, and of the uses to which such data was put. Individuals would need to be made aware of the arrangements for data security and of their rights to access, amend, delete or destroy any or all of the data held. A position statement had been drawn up and circulated which could be referenced in relevant documentation and on the Trust's website.

*Action - Mr Wood to ensure that the data protection statement be incorporated into the website, as appropriate, and all individuals on the 'contacts' list be made aware of their data protection rights.*

## **12. Trustee meeting dates**

A list of dates for future meetings had been circulated. All were agreed, with the exception of the May 2018 meeting, which will now be held on Monday 14<sup>th</sup> May.

## **13. Correspondence received**

i) Stage lighting - Mr Jameson had written to inform Trustees that new lighting, at a cost of £732 inc VAT, had been installed in the main hall. He invited Trustees to match that contribution and to install similar equipment. After some discussion, it was agreed that some further detail, around the likely contributions which could be made by other groups using the stage in the main hall, be sought from Mr Jameson. Following receipt, it was agreed that a contribution would be made and it was noted that any purchase necessary could be arranged via GPC to achieve the benefit of VAT recovery.

*Action - Dr Jackson to contact Mr Jameson to identify other potential sources of contribution.*

ii) Booking enquiry (Soul Train) - A letter had been received from the artist suggesting that an event be held in the main hall, for which publicity would be provided. A fee (negotiable) had been proposed. After discussion, it was agreed to write to the artist with a view to attending a performance elsewhere and determining whether the act was appropriate for the Town Hall.

*Action - The Secretary to write to the artist to establish dates and venues for future performances. Mr Davies to attend a future performance (location permitting).*

iii) Cookstars - A proposal had been made to combine two sessions of cookery for school-age children into one. The proposal requested a time slot of 2 hours (i.e. less than the normal session length). Trustees agreed that the children's cookery session should be retained and suggested an offer of £20 for the session be made.

*Action - The Secretary to reply, making the offer agreed.*

## **14. Any other business**

i) 'Great Places' project - Mr Davies reported on a new project, established via the local authority, which could see some grant funding obtained to develop the business pod idea in the 'Council Chamber'. It was agreed that this should be explored further.

*Action - Mr Davies to offer to meet with the project manager to discuss our ideas and establish whether they may be suitable for grant funding.*

ii) Events in the village - Mr Davies had been contacted by the Chamber of Trade (CoT) to ask if it would be possible, in future, for the Town Hall to make the CoT aware of significant events and activities which may be happening in the village. This followed a recent event which saw significant numbers of people converging on the village which left some businesses unable to fulfil demand for their goods/services. Dr Jackson commented that the development of a 'village diary', co-ordinated by the Hub, may only be a month or so away.

*Action - The Secretary to provide the local Chamber of Trade with details of any major events and activities made known to or taking place at the Town Hall.*

iii) Contacts list - Mr Wood reported that he had written to all of the Town Hall contacts to seek information, via Jotform questionnaire, of their interest or otherwise in becoming Trustees or volunteers at the Town Hall. Confirmation of their continued interest in receiving details of events, by email, was also sought. The

Trust's statement on data protection had been circulated as part of the communication.

*Action - Mr Wood to provide an update on the response rate and key information received.*

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

The next meeting of Trustees will take place at 7pm on Monday 14<sup>th</sup> May 2018.

The meeting closed at 8.55pm.

DPW/VG

23rd April 2018.