

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 8TH APRIL 2019

Present: Trustees David Wood (in the Chair)
Hanne Barton Rob Charlton
Mandy Clover Penny Clover
Marion Field Dave Garland
Bob Kendall Stephen Parry
Jean Slater Dave Tierney

Treasurer Angela Beetham

Apologies Andrew Jackson, Lisa Roddis, Val Giles

1. Notes of previous meeting

The notes of the meeting held on Monday 11th March 2019 were approved as a correct record. subject to two changes.

2. Action Sheet

There was nothing new to report from the Action Sheet.

3. Matters arising

i) Main Hall Event - Sarah Collins and Keep the Faith

Mrs Slater reported that the bar for this event would be run by Mr Binns, who would provide stock and would contribute all profits to the Town Hall. Mr Wood asked that the Town Hall's own stock of bottles and cans be factored into the equation, as they would need to be used before June. Mrs Slater suggested that advertising, in the last month before the event, should again focus on the local area due to the community's tendency to purchase tickets at the last minute. Mr Parry reported that 61 tickets had been sold, following advertising outside of the immediate area via posters, social media and free advertising websites. An interview, for local radio, with Sarah Collins would be set up closer to the date of the event and it was hoped there would be some good local radio coverage. Some further ideas for advertising were suggested and these will be followed up.

Action - Mrs Slater to ensure that existing bar stock is made available for use at the Keep the Faith event. Mr Parry to follow up the suggested advertising (e.g. Barnoldswick and Drystone Radio) and to ensure that the interview with Sarah Collins is set up in May.

Discussion turned to an event involving the band Voodoo Room, which had been established as a private hire for the Main Hall, via Upper Wharfedale School. More details were required regarding the bar licensing for this event.

Action - Mr Wood to ensure that appropriate licensing arrangements are in place for this event.

ii) Dickensian

Ms M Clover reported (after the meeting) that the market stalls would NOT now need to be moved on the two Saturday nights.

iii) Fire Doors

Mr Garland had received the relevant certificates from the manufacturer of the previously-installed fire doors and confirmed that they were fire, but not smoke, certificated. Whilst it may be possible to install trims which would provide a smoke barrier, it was felt these could pose a tripping hazard and hence the risk was noted. Two new fire doors (which may be smoke barriers if cost allows) would now be commissioned for the kitchen.

Mr Wood reminded the group that the Fire Officer's recommended solution to the Games Room fire risk (i.e. to install a smoke detector under the Snooker Room floor) had not yet been carried out. Furthermore, whilst the chair storage cupboard had been lined with fire-retardant boarding, the required smoke detector had not yet been installed there. Trustees agreed that this work should be carried out.

Action - Mr Garland to obtain the necessary quotes for the two new doors and to commission Keybury to install new smoke detectors under the Snooker Room floor and in the chair storage cupboard.

Mrs Slater left the meeting at this point.

4. Fire Risk Assessment Action Plan

Mrs Barton informed the group that a draft Evacuation Policy, including the role of the 'Responsible Person', had been produced and had been circulated to some of the main users of the Town Hall's facilities for comment. The final version of the document had been circulated to Trustees. Compliance with this policy, once approved, would become a condition of hire and would be attached to the 'Hirer's Agreement'. Mrs Barton suggested the policy be reviewed annually and as changes to legislation may require. The policy and proposed timescale for review were approved and it was agreed that the policy should be formally adopted with immediate effect and issued to all future hirers of the premises

Action - Mrs Barton to ensure that all hirers are aware of and sign to confirm agreement with the terms of the policy.

Ms Clover commented that the application of the policy would need to be carefully considered at the Town Hall's busiest time i.e. during the Dickensian Festival.

Action - Ms Clover to ensure that this subject is duly considered at the Dickensian planning meetings later in the year.

5. Sound Systems

Mr Wood reported that he had spoken to Mr Jameson about the potential to raise 'matched funding' for a sound system improvement at the Town Hall. Whilst there had been no complaints as such, the existing equipment in the Main Hall was much in need of an upgrade involving amplifiers and mixing desk. If the Town Hall was prepared to agree a sum of money, Mr Jameson felt other contributions could be found from village organisations which could then be combined in a bid for 'matched funding' from outside sources. Trustees felt this would be a good use of financial reserves but Mr Tierney added that the scheme should also consider the Octagon sound system. Subject to inclusion of the Octagon, as well as the Main Hall in the upgrade scheme, Trustees agreed to fund a contribution not exceeding £5k.

Mrs Field pointed out that the Octagon was also in need of some 'blackout' blinds, to replace the manual task of placing hardboard sheets over every window when a dark environment was required for screenings. Mrs Barton stated she had already asked for a quote from a company which installed domestic blinds and this had been around £1,600. Trustees felt this would be an appropriate amount to spend on this installation. (See also item 6 below).

Action - Mr Wood to inform Mr Jameson of the Town Hall's commitment to the sound system upgrade and to report back as the plan develops. Mrs Barton to obtain a second quote and, if within the allocation approved, arrange for the installation of blackout blinds in the Octagon.

Ms M Clover left the meeting at this point.

6. Technical issues regarding More2Screen products

Mr Tierney had circulated details of a technical problem which had arisen during a recent screening of an Oscar Wilde play. The screening had been constantly interrupted by faults either on the disc or in the player itself which had caused the performance to be curtailed. All audience members had been offered a full refund and this was being organised with the help of Grassington Hub. The discs had been returned to More2Screen who had replied that, after testing, they appeared to work as required. A more detailed examination of the Octagon equipment would be required and this could include simply cleaning the player (Mr Kendall purchased a cleaning disc online during the meeting) or replacing the equipment altogether. It was noted that More2Screen had stated they would be hesitant about making any further show sales (using the dvd format) to the Town Hall until the equipment had been proven to be capable of running the shows without problem.

Discussion ensued regarding the dual projection arrangements and poor lighting in the Octagon and there was general agreement that these could and should be improved ahead of any capital scheme (ref. the scheme suggested by Mr Doyle at the meeting on 11th March 2019) which may be brought forward in the future.

Action - Mr Tierney and Mr Garland agreed to draw up a costed scheme to improve projection and lighting facilities in the Octagon and to bring this to a future meeting.

7. Future of the Town Hall

Mr Wood reported that no reply had yet been received to his letter to Grassington Parish Council, dated 18th March 2019. Coun. Charlton stated that a reply was being considered, but this was not likely to emerge until after the Parish Council meeting on 25th April. It was noted that the deeds for the Town Hall had been sent to Craven District Council's legal team for 'an opinion' regarding ownership and covenants. Mr Wood asked that the outcome of this work be communicated by the Parish Council to the Trustees ahead of any discussion at the Village Forum.

8. Prize Draw

The prize draw winners were confirmed as 1st A Beetham, 2nd M&P Cover, 3rd N Jowitt. Mr Tierney informed Trustees that there was a small number of participants remaining in the draw and felt that renewed publicity for the draw should not take place until or unless there was an opportunity to combine fund-raising with Grassington Hub. This was agreed. In the meantime, and subject to notifying all current participants, it was agreed that there would be only one prize per month (combining the prize money of the current three prizes).

Action - Mr Tierney to inform all existing prize draw participants of the intention to reduce the number of prizes to one with effect from May 2019.

9. Finance Report

The Treasurer requested permission to pay bills in favour of 'Dear Lupin' (£491.05), Craven District Council for trade waste collection (£395.04) and More2Screen for the Lady Windermere's Fan screening (£231.25). These were approved. She reported that the employer's pension contribution, in relation to the Caretaker, had increased to 3% (personal contribution increased to 5%) in April. A direct debit mandate, in favour of BT, had been cancelled by BT and this would require investigation.

The Treasurer expressed concern at information received from Barclays Bank, to the effect that she would not be able to bank via the Post Office on closure of the Barclays branch in May. After some discussion, it was agreed more information was required on how the Town Hall's banking arrangements would need to change (including potentially a change of bank) to allow a service to be obtained via the Post Office.

Action - The Treasurer to explore the issues further with Barclays Bank and to make recommendations for any change required. Mr Wood to discuss the BT direct debit instruction and resolve this issue for future monthly billing.

Action - The Treasurer to contact the Parish Clerk to ensure scrutiny of the respective insurance policies. Thereafter, a recommendation should be made to Trustees.

10. Events

There was nothing specific to report under forthcoming events.

11. Correspondence received

i) Letter from Mrs V Giles

Mr Wood read out a letter he had received from the Secretary, Mrs Val Giles, on 7th April 2019, in which Mrs Giles formally stated her intention to leave her position. Whilst there was much discussion about the potential reasons for this decision, it was agreed that Trustees should meet to agree and confirm their response and next steps.

The Treasurer, Miss Angela Beetham, indicated her intention also to leave her position for a variety of reasons, some of which were discussed in the meeting. Whilst this would not entail an immediate departure, Trustees acknowledged that they should prepare for change.

Action - Trustees will hold an extra-ordinary meeting to discuss the Secretary's letter and the Treasurer's comments and the future arrangements for administrative and financial work at 7pm on Monday 15th April 2019 in the Games Room.

ii) Screening event - Wise Children

Mr Wood reported that, following confirming from Trustees, he had formally expressed interest in the Town Hall screen the West End production of Wise Children. This had been acknowledged but see item 6 above).

12. Any other business

i) Computer facilities

Mr Tierney reported that he had donated and set up a computer in the projection room in the Town Hall. Any Trustee could now access the Town Hall's email account for the purpose of sending and receiving 'official business' communications from this machine. Trustees thanked Mr Tierney for his donation and congratulated him on the initiative. An idea to act as host to the 'Men's Sheds' group, specifically relating to IT, was shelved for the time being. However, Trustees felt it was entirely appropriate to engage with and encourage anyone who was interested to help the Town Hall with its IT requirements.

ii) Barclays Bank closure

Coun Charlton asked Trustees to consider making a contribution towards the retirement of one of the local branch's employees. Due to time constraints, this would be considered at the May meeting.

13. Date and time of next meeting

The next meeting of Trustees will take place on **Tuesday 7th May 2019, at 7pm in the Games Room.**

The meeting closed at 8.40pm.