

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 6TH AUGUST 2018

Present:	Trustees	David Wood (in the Chair)	
		Hanne Barton	Graham Davies
		David Garland	Marion Field
		Bob Kendall	David Tierney
	Secretary	Val Giles	
	Treasurer	Angela Beetham	

Apologies Rob Charlton, Mandy Clover, Penny Clover, Andrew Jackson

1. Notes of previous meeting

The notes of the meeting held on Monday 9th July 2018 were approved as a correct record. The notes of the extra-ordinary meeting, held on Monday 23rd July 2018, were also agreed as a correct record.

2. Action Sheet

i) Glasswasher - Mr Garland asked if Trustees still wished to pursue their interest in installing a glasswasher, in addition to the existing dishwasher, which was now operating appropriately, as long as food waste was disposed of and the plates rinsed before cleaning. He referenced likely costs of c£1,500 to have enabling works done and to purchase the relevant machine. Mrs Barton stated she would instruct the volunteers at the monthly Lunch Club to rinse all plates and she would keep an eye on the cleanliness of the plates at the end of the cycle.

Action - It was agreed that this issue be 'parked' pending further review of the functionality of the existing machine.

ii) Octagon flooring - Mr Garland had received contact from a flooring company who would be prepared to meet with Trustees to discuss requirements for new flooring. After some discussion, it was agreed that a small group of Trustees would arrange to meet with the company to view samples and make a recommendation to the Trustees group thereafter.

Action - Mrs Barton to contact the company to arrange a meeting with a sub-group of Trustees.

3. Matters arising

There were no matters arising from the notes of the previous meeting.

4. Fire Risk Assessment Report and Action Plan

Trustees had received an updated Fire Action Plan (FAP) following the last meeting on which progress and recent actions had been reported. Mr Wood reported that he had now written to Grassington Parish Council to request a meeting be convened to discuss apportionment of the costs and the suggestion that the Fire Service be asked to visit the premises to provide further advice before the high cost schemes were auctioned. He had included the Fire Risk Assessment Report and the Trustees' FAP with the letter and he understood that these documents had been circulated to all Parish Councillors. A reply was awaited.

Mr Davies reported that he had informed Mr Rymer that his quotation for new and replacement fire doors was acceptable and had asked him to schedule the work. However, it had come to light that an asbestos survey would be necessary before the work could be started, to ensure the health and safety of the contractor and users of

the building. He stated he had a quotation for a survey, which would assess whether asbestos was present, where it was located, its type and condition, at a cost of £1,100 plus VAT. Coun. Kendall stated that this would impact upon the work to be undertaken to replace the front windows of the oldest part of the building and felt that he should write to all Parish Councillors, as a matter of urgency, to recommend that GPC commissioned and paid for the survey and to seek their views. He agreed to inform Mr Wood as to the outcome of this communication. Mr Davies offered to pass on the details of the quotation. In the meantime, Mr Davies agreed to seek two further quotations.

Mr Garland provided a demonstration of the new emergency lighting which was gradually being installed around the building. He stated the new, 'maintained' lighting would offer additional security for the building and would provide much better lighting for users of the Town Hall in the event of a mains power cut (i.e. when evacuation of the building is not required). This was well received by Trustees and Mr Wood thanked Mr Garland for his contribution to date.

5. Prize Draw

Mr Tierney reported that he had managed to combine the two lists of participants and all now had numbers allocated.

The prize draw winners were confirmed as 1st C & B Doyle (£62), 2nd R & P Arnott (£31), 3rd PR & A Jacques (£18.60).

Mr Tierney had written to Trustees to seek their opinions on a joint fund-raising effort with Grassington Hub. Trustees were aware of the Hub's appeal for regular donations, which had just been publicised but felt that there was scope for some joint fund-raising nevertheless. The alternative would be that both organisations, perhaps along with Grassington Festival and other, smaller organisations, would be competing with each other for the same money from residents. Mrs Barton felt that fund-raising should support the Hub's activities and the preservation and improvement of the Town Hall, as the only building which was truly owned by the residents. After considerable discussion, it was agreed that an approach should be made to Grassington Hub to seek agreement to work more closely together on fund-raising and to consider co-location.

Action - Mr Wood to write to Mr Doyle, Chair of Grassington Hub, to reflect the views expressed.

6. Finance Report

The Treasurer reported that she had managed to cancel the creditor's cheque (ref 9th July meeting) and that this had prompted a charge which had been rescinded by Barclays Bank. A new payment had been forwarded. Approval was sought and given for the payment of invoices to More2Screen and Oldfields. The latter referred to emergency lighting items and the Treasurer confirmed that this expense would be attributed to the Fire Action Plan. Trustees approved the addition of two re-cycling bins to the waste contract (£78.16 per annum) and asked that one of the bins be offered, at cost, to the Playgroup for their use.

Action - The Secretary to contact the Playgroup to offer the re-cycling bin for their use at the cost quoted by Craven District Council. Alternatively, the Playgroup may choose to remove their re-cycling items from the Town Hall for disposal elsewhere.

7. Revised Budgetary Forecast

As a consequence of the unexpected costs incurred, associated with the Fire Action Plan (FAP), together with the additional income likely from new events, Mr Davies reported that he had met with the Treasurer to produce a revised budgetary forecast for the year. Based on the known costs of the FAP, he stated that the annual forecast had moved as follows:-

Previous - Anticipated income - £54k Anticipated expenditure - £45k

New - Anticipated income - £64k

Anticipated expenditure - £79k

Mr Davies pointed out that if this forecast became reality, it would be the worst financial year in the recent history of the Town Hall. It was noted that some of the anticipated cost may be reduced on the advice of the Fire Service but Trustees were clear that safety work, which was essential, would be carried out, regardless of cost, in order to keep the building open for business as usual.

8. Building Condition Survey

Mr Wood stated that his letter to Grassington Parish Council (GPC) had addressed the matter of the building condition survey. In that letter, he had asked GPC to produce a list of priorities for works, which would be addressed and completed before the onset of winter. He had offered the support and input of Trustees to determine this list. He confirmed that the meeting of sub-groups, scheduled for 2nd August had not taken place and he was awaiting a response to the letter.

9. Village Forum

Mr Davies gave a brief summary of the discussion at the Village Forum meeting, which had been held on 17th July. He reported that the forum would be regarded as a sub-committee of Grassington Hub but would be chaired by Coun. Richard Foster (also Chair of Craven District Council). Two representatives of each of the village's main charitable organisations plus the Chamber of Trade would attend the forum to discuss a range of matters including car parking, the shop signs project, possible development of Linton Camp and issues associated with the future of the Town Hall. Mrs Barton asked how Trustees and others could contribute their ideas to this forum. Mr Wood replied that the forum needed to finally determine its constitution and terms of reference, develop its thinking around funding and fund-raising. Thereafter, it was likely that issues would need to be brought to and explored with Trustees, where the Town Hall was concerned, and with residents, when proposals had been researched appeared feasible.

The next Village Forum meeting was noted as Wednesday 5th September.

10. Future events

Mr Davies reported that a 13 event programme of opera, ballet and Shakespeare plays had been developed and recently publicised. He referenced the potential to put on a satellite broadcast of Oscar Wilde's 'The Importance of being Earnest' but this would require significant additional work from the small group of people working on the existing schedule. Three more plays under the banner of 'Wilde Wednesdays' could be held in 2019 if the pilot broadcast was successfully staged. In terms of live music, discussion had taken place about the King B's, Meghan Clancy and the Blues Dudes. Coun. Kendall confirmed that the 'Village Party' was likely to take place on Friday 21st December, including the same bands as played at the successful event in 2017. Mrs Barton reported that the Grassington Festival may reduce to 9 days in 2019, with events mainly focussed on the Town Hall, although no dates had yet been confirmed. Trustees were disappointed to hear that the Volunteers' 'Thank You' party would be held at Wharfedale Rugby Club and not at the Town Hall.

Given the amount of forward planning now taking place, it was felt that Grassington Festival should be informed that 21st June to 30th June (with some leeway for set up and dispersal) had been provisionally reserved and that some discussion should take place between the Trustees' groups as to the contract arrangements for next year's Festival.

Action - Mr Wood to write to Mr Jameson, Chair of Grassington Festival Trustees, to inform him of the provisional dates and to invite discussions regarding contract arrangements for 2019.

11. Correspondence received

No correspondence had been received since the last meeting.

12. Any other business

i) Orchestral event (23rd August) - The Secretary asked for volunteers to provide teas and coffees at this event. Mr Garland offered his services and the Secretary was asked to circulate the request to absent Trustees. Those volunteers, who had expressed interest in this area of work, would also be contacted.

Action - The Secretary to contact Trustees and volunteers to ensure some input was available for this event.

ii) Co-operation with Kettlewell Village Hall (KVH) - Trustees confirmed they were happy with the approach set out by Mr Davies for the discussions with representatives of KVH.

iii) Hirer's Agreement - Trustees confirmed that they supported the introduction of a 50% deposit for events held at the Town Hall.

Action - The Secretary to ensure that these arrangements are introduced for all appropriate bookings.

iv) Fire signs - Mr Davies sought approval to purchase some additional signage which would complete the action under the FAP. Trustees approved additional signage at a cost of £30-£40.

v) Publicity for events - Mr Davies reported that Mr Wilson remained happy to post new events on the Town Hall's website.

Action - The Secretary to contact Mr Wilson to make appropriate arrangements for adverts and posters to be made available for inclusion on the website.

vi) Town Hall website - Mrs Barton suggested that the names of Trustees and the notes of meetings should be published on the website and, where possible, on appropriate noticeboards, to ensure there was general awareness of the Trust's activities.

Action - Mr Wood to prepare appropriate documents and information to include on the website.

13. Date and time of next meeting

The next meeting of Trustees will take place at **7pm on Monday 3rd September 2018.**

The meeting closed at 9.15pm.

DPW/VG

7th August 2018.