

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 12TH AUGUST 2019

Present:

Trustees	David Wood (in the Chair)
	Hanne Barton
	Mandy Clover
	Dave Garland
Secretary	Val Giles
Treasurer	Angela Beetham

In attendance Graham Davies (for item 4 only)

Observer Burke Smith

Apologies: Marion Field, Andrew Jackson, Stephen Parry, Lisa Roddis, Jean Slater and Dave Tierney

1. Notes of previous meeting

The notes of the meeting held on Monday 8th July 2019 were approved as a correct record.

2. Action Sheet

There was nothing new to report from the Action Sheet.

3. Matters arising

i) Dales Playschool works

Mr Wood reported that he and Mrs Barton had visited the Playschool to view the 'wet area' and confirmed that it was indeed ready for replacement rather than repair. Mrs Barton had obtained an estimate for the work to replace both the wet area floor and the car in the rest of the room, which was likely to be done after the Playschool had arranged for the installation of a new door to the outside. Trustees felt there should be some contribution towards the quoted cost of £2,010 inc. VAT and Mr Wood was asked to speak with the Playschool Chairperson to agree an overall contribution, which would take into account any fund-raising already undertaken by the Playschool. Coun Charlton agreed to ask the Parish Council to make a VAT-efficient arrangement for the purchase.

Action - Mr Wood to agree the Town Hall's contribution and make the necessary financial arrangements in conjunction with Coun Charlton.

ii) Town Hall window boxes / planters

Mr Wood stated he had written to Grassington in Bloom asking if their volunteers would plant and maintain the window boxes and planters in return for a financial contribution. Whilst no personal reply had been received, he reported that the notes of the GiB meeting in July recorded that the request had been declined.

iii) Interior redecoration

Mrs Barton reported that she had obtained an estimate for various redecoration works within the public areas of the Town Hall. Helpfully, the quotation received had given prices against each area of work and Trustees felt that at least one further estimate should be obtained using the same format. Mrs Barton had also spoken with representatives of Kettlewell Village Hall, regarding the 'new' toilets which had been installed there. It was understood that the toilets had been part of a bigger scheme

and, whilst the facilities in Kettlewell were 5 star standard, Trustees felt that the Town Hall's toilets could certainly be improved.

Action - Mrs Barton to produce a note showing the format of the redecoration quote received. Further consideration to be given, in the near future, to a potential redevelopment of the toilet facilities.

iv) Progress towards CIO status

Mr Wood had invited interest in helping to prepare or proof read the submission which needed to be made to progress the CIO status application to the Charity Commission. Mrs Barton and Miss M Clover agreed to help with this.

Action - Mr Wood to arrange for the necessary document to be prepared and circulated for Trustee approval.

4. Potential merger with Grassington Hub - Due Diligence

Mr Wood welcomed Mr Davies to the meeting. Mr Davies had been asked by Trustees to undertake a process of due diligence and a report had been received. Mr Davies presented his findings and analysis of the information obtained and addressed the questions and comments arising from it. He ended the presentation by suggesting an alternative course of action, in the light of the findings, which could allow the Town Hall and Hub to work much more closely together and this was considered by the Trustees. After considerable discussion, it was agreed that the due diligence report should be made available to the Hub's Trustees. Given that less than half of the Town Hall's Trustees had been able to attend the meeting, Mr Davies offered to re-run the presentation at any point up to 31st August 2019. Mr Wood stated there would be no 'vote' on the way forward given the relatively poor, yet quorate, attendance.

Action - Mr Wood to inform Dr Jackson and Mrs Slater that the due diligence report could now be made available to the Hub's Trustees. Mr Wood also to offer the chance to absent Trustees to hear the presentation at an agreed point up to 31st August 2019.

5. Update on arrangements to cover the roles of Booking Secretary and Treasurer

Mr Wood reported that he and Mrs Barton had had a very productive meeting with the Manager at Grassington Hub. Whilst it had been made very clear that the Hub had no capacity to undertake any of the Treasurer's role nor any of the tasks associated with Committee Secretary, a range of tasks under the heading of 'Booking Secretary' could be taken on. A letter had been sent to the Hub, after the meeting, to confirm the outcome and to request that the Hub's Trustees formally consider the proposal to take on the work described with effect from 1st October 2019. Whilst a fee would be negotiated in due course, no financial value had been placed on the 'SLA', which was proposed to run for 12 months, subject to regular review, with an extension by mutual agreement. Mr Wood thanked Mrs Barton for her taking a lead role in producing the SLA document and for her contribution in getting the proposal to the Hub's Trustees. It was understood that a decision could be reached at the Hub meeting in early September.

Mr Wood stated that Ms P Clover had offered to step into the role of Treasurer, with effect from 1st October 2019, subject to the approval of Trustees. In principle, Ms Clover's career experience would be of significant benefit in taking on the role, however, given the meeting would not be quorate in her absence, no final decision on her 'appointment' was made, nor was there any discussion on tenure and remuneration. This would be discussed at the September meeting. Mr Wood commented that the Trust's existing (and proposed new) constitution required a Trustee to step down if regular paid work was to be undertaken and Ms Clover stated she understood this requirement.

Action - Mr Wood to bring forward a proposal for consideration by Trustees at the meeting on 9th September.

6. Gas inspection - Kitchen

Mr Garland reported that HCS Ltd had carried out an inspection of the Town Hall's installations and equipment in July and had found that the cooker extraction hood (over the gas cooker) was insufficient to meet current regulations. As such, a decision needed to be taken either to replace the hood with a 'compliant' alternative or to replace the gas cooker with an electric cooker, which would negate the requirement other than to maintain a facility to reduce cooking odours in the kitchen. Mr Garland commented that Mr Rudden at Grassington House may be able to advise and, potentially assist with any new purchase. The fire doors to the kitchen would need to be delayed further until a decision was reached on the electricity v gas question.

Action - Mr Garland to obtain estimates for the equipment required for both options and to forward these for consideration at the next meeting.

7. Prize Draw

Due to the absence of Mr Tierney (bereavement) it was agreed that the prize draw would be either delayed until later in the month (and reported in September) or a double draw undertaken at the September meeting of Trustees.

8. Finance Report

The Treasurer reported that the major outstanding, unpaid bill was that relating to Grassington Festival. The Secretary stated that the Festival Director was currently away but she would follow this up later in the month. As a result of the non-payment, a minor cash flow problem had been created which would require a draw down, from savings accounts, of £5,000, in order to pay outstanding bills. This was agreed by Trustees. Bill payments to Oldfields Electrical, Scotts, Keybury and Fire Academy were approved at a cost of just over £2,000.

Mr Garland stated that the invoice for Fire Academy had included work by a different company and this related to fire extinguisher and fire blanket renewal and installation, work not now undertaken by the previous supplier. Whilst the invoice for work done represented value for money, it was agreed that Keybury, with which company the Town Hall has an ongoing contractual relationship, should be asked to quote for the work in the future.

Action - The Treasurer to arrange the draw down from savings accounts to ease the cash flow problem. The Secretary to try to expedite payment of the outstanding bill from Grassington Festival and to involve Mr Wood in the process if necessary. Keybury to be invited to quote for future work associated with fire fighting equipment inspection, testing and replacement.

9. Future Events

The Secretary reported that she would cover the absence, on holiday, of the Caretaker during week commencing 19th August, but volunteers were needed for the Youth Orchestra event on Friday 23rd August. After some discussion, it was agreed that the Assistant Caretaker be approached to cover the building security, setting up and dismantling tasks for this event. Mr Wood offered his help in setting up the hall and Ms M Clover and Ms P Clover indicated their willingness to 'meet and greet' and serve refreshments.

Coun Charlton stated he was aware that the refreshment service, normally provided in the Town Hall during the 40's weekend celebrations (daytime), would not be available this year. In effect, this presented an opportunity for the Town Hall to take on the role, although it may prove to be a significant commitment for anyone volunteering to help.

Action - Ms M Clover to investigate the requirements and implications for the Town Hall and report findings between meetings, given the need for urgent action should Trustees wish to step in.

10. Any other business

i) Fire

Mrs Barton stated that a review of the fire alarm situation at the end of the Grassington Festival had been undertaken and it would appear the alarm had been triggered by use of hairspray and/or deodorant in the changing rooms in the Octagon (the Festival 'green room'). The potential to change the smoke detector to a heat detector in that area was considered but Mr Garland pointed out that heat detectors were mainly for building protection, whilst smoke detectors were designed with public safety in mind. As such, he would not recommend that the sensor was changed, but did feel that a test should be carried out to understand what it would take to trigger an alarm in that area in future. This was agreed.

As part of the alarm incident response, it was agreed to install two strobe lights in the hall and two in the toilet area which would complement the alarm system and aid the awareness of the public in any requirement to evacuate the building. This would be added to the Fire Action Plan.

Action - Mr Garland to arrange for the purchase and installation of the necessary lighting and for a test of the changing room smoke sensor.

Mr Garland commented that Keybury had now installed a smoke sensor in the void under the Snooker Room floor and this had been linked to the alarm panel. A new contract for maintenance of the smoke and heat sensors had been agreed with Keybury although a regime to maintain the emergency lighting system had been put in place locally in conjunction with the Caretaker.

ii) Trustee Training

Mrs Barton had expressed interest in a Trustee training session, to be held in Skipton on 2nd October (cost £24.50 to be paid for by the Trust).

Action - Mr Wood to submit Mrs Barton's nomination on behalf of the Town Hall.

iii) Trustee news

Trustees offered their best wishes both to Mr Tierney, on his recent family bereavement and Ms Field, following her accident and recent spell in hospital.

Mr Garland stated that this would be his final meeting ahead of his move to Lincolnshire. Mr Wood thanked Mr Garland for his immense contribution to the Town Hall over the years and, in particular for all of his efforts in progressing the electrical and fire safety of the Town Hall building. Trustees wished Mr Garland well for the future.

Coun Charlton and Coun Smith left the meeting at this stage.

11. Future of the Town Hall

Following a visit by surveyors to the Town Hall on 11th July 2019, a comprehensive, written report, including cost estimates for the work recommended to be undertaken, had been received. Mr Wood stated he would forward the electronic version of the report to all Trustees on Tuesday 13th August. It was understood that the report's author had indicated willingness to come to a meeting at the Town Hall to go through the report and to address any questions. Mr Wood suggested that representatives of Grassington Parish Council could be invited to that meeting and it was agreed that all Trustees should be asked to consider that idea.

Action - Mr Wood to circulate the report.

12. Date and time of next meeting

The next meeting of Trustees will take place on **Monday 9th September 2019, at 7pm in the Games Room.**

The meeting closed at 9.50pm.