

4. Forward Calendar

There were very limited bookings in the diary for December and early New Year, possibly still due to uncertainty around coronavirus restrictions. Groups such as UWLAS, Field Society, Horticultural Society and Bowling Club were unlikely to return until late winter and current restrictions would prevent the Art Group from meeting and any sports taking place, other than prescribed by the sports' specific rules. A meeting had been arranged with Grassington Players for 9th December and it was hoped to be able to gain a better understanding of their plans at that time. Whilst there had been no direct approach from the production company, it was noted that there may be interest in using some part of the building during the preparation for and filming of the second series of 'All Creatures Great and Small'. Confirmation was awaited.

5. Contractual position of the Caretakers

The Caretakers had been, for the most part, on furlough since April 2020 and, since 1st June, had had their salaries topped up to 100% of normal earnings. In view of the scarcity of events and bookings, discussion took place as to whether this position should change from 3rd January onwards. Following much discussion, Trustees voted on a proposal to reduce the level of top up to 90% of normal earnings from 3rd January to 31st January 2021 inclusive. This produced a split vote hence the resolution was not passed. The 'status quo' position (i.e. 100% of normal salary) will be applied to the period ending 31st January 2021).

Trustees agreed that the situation should be reviewed in January (for February) and the outcome of the discussion, the rationale for the decision and an opportunity to ask questions and seek clarification should be clearly communicated to the Caretakers. Given the current climate, Trustees decided that there would be no Christmas bonus payments made in 2020. A bid for external grant funding for the Caretakers' salaries had been made and any positive outcome of this bid would mean that 100% of normal salary would be paid retrospectively to 3rd January 2021.

Action – Mr Wood to prepare the necessary letters to the Caretakers and to make himself available to deal with any queries arising from the letter. Trustees to consider whether there was a need for any working hours to be undertaken by the Caretakers in January.

6. Equipping the Games Room

A proposal was considered to equip the Games Room as a Conference Room for future use. The proposal comprised the purchase of a large 'Ipad-type' screen which could be used in multiple ways. Blinds, rather than curtains would be fitted to windows and the ceiling would be boarded and skimmed, with new lighting installed. Some additional power points would be fitted at a likely overall cost of c£5k (to be confirmed). Trustees felt it was worth asking local groups and businesses if this would be a facility they would welcome and use and agreed that external funding would need to be found before the scheme could start. There was no agreement regarding the use of reserves for this project.

Action – Mr Doyle to draw up a project plan with cost estimates for discussion with external organisations.

7. Events for Quarter 1

Five events had been planned for the first quarter of 2021:-

- 6th January – Manon Lescaut (re-scheduled from November)
- 17th January – Swan Lake
- 29th January – Macbeth (re-scheduled from December)
- 18th February – Red Shoes
- 17th March – Riverdance (25th Anniversary)

Volunteers had been obtained for the January events and it was agreed that advertising should start for all events immediately. It was agreed that tickets would go on sale from 10am on Tuesday 8th December. Some discussion

ensued regarding the practical arrangements and set up for the two December events (10th – ‘The Nutcracker’ and 20th – ‘City of Bradford Brass Band Christmas Concert’).

Action – Mr Wood to set up ticket sales arrangements with Grassington Hub and Ticketsource. Mrs Slater and Mr Parry to agree arrangements for advertising and development of relevant posters and leaflets.

8. Draft Business Plan

A draft Business Plan, intended to cover the period 2020 to 2025 inclusive, had been drawn up and circulated for comment. It was noted that the document was likely to be a key component of future applications for grant and other forms of funding and would be shared in any forthcoming meeting with Grassington Parish Council. Whilst there would need to be an ‘Executive Summary’ and a ‘Summary of Key Actions’ included in the document, all Trustees were asked to read and, where necessary, submit their comments on the contents of the document as soon as possible.

Action – All Trustees to read and forward comments to the Chair as appropriate.

9. Membership

Membership numbers had now reached 123, with 136 people paying the equivalent of £2 monthly. A Gift Aid application will be made in December. A number of ‘Member’ newsletters had already been issued, to bring members up to speed with developments and, most recently, to provide advance information relating to the five events planned for early 2021.

10. Plans for the Annual General Meeting and Election of Trustees

The Treasurer had identified a timetable for the submission and auditing of the GDI’s accounts, which should mean that they can be considered by Trustees at the meeting in March. The AGM would need to be held before 15th April 2021, in order to comply with the Charity Commission’s requirements on awarding CIO status to GDI in October 2019.

Trustees were asked to consider whether they wished to continue in their roles following the AGM in April 2021. Each Trustee would then stand to be (re-)elected for a period of one, two or three years from that point, in accordance with the constitution. This would ensure continuity for the future. It was hoped that some of the existing members, with appropriate skill sets, would come forward before the AGM to stand for election as Trustees.

Action – Trustees to contact the Chair to confirm their intentions/wishes for 2021.

11. Prize Draw

The winner of the monthly draw was Denise Alderson (no. 4).

12. Finance Report

The Treasurer confirmed that all outstanding debts had now been paid to GDI. A grant of £2,000 had been received from Craven District Council under the ‘National Restrictions Support’ scheme and Councillor Gillian Quinn had kindly supported a donation of £500 towards the Main Hall Curtain Appeal, from NYCC’s Locality Budget. The money collected by Grassington Hub from event ticket sales had also been received in the last month.

Discussion took place on the opportunity to develop a new, single-entry budgeting and accounting system. A demonstration of the ‘system’ would be held at 10am on 14th December and all Trustees would be welcome to attend.

13. Any other business

The Chair thanked all colleagues (and volunteers) for their support and contribution over the past year and for their selfless commitment to the Town Hall and local community. He wished everyone a very happy and healthy Christmas

and every good wish for 2021. Trustees expressed their thanks to the Chair for his skill in ensuring the GDI meetings are conducted in a spirit of good will and are focused on moving forward in a positive way.

14. Date and time of next meeting

The next meeting of Trustees will take place at 10am on Monday 4th January 2021.

DPW
7th December 2020.