

GRASSINGTON DEVONSHIRE INSTITUTE TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 11TH FEBRUARY 2019

Present	Trustees	Graham Davies { acting Chair }	
		Hanne Barton	Andrew Jackson
		Bob Kendall	Stephen Parry
		Jean Slater (part)	Lisa Roddis (part)
		Dave Tierney	Penny Clover
		Mandy Clover	Marion Field
		Rob Charlton	
		Secretary	Val Giles
		Treasurer	Angela Beetham

1. Apologies David Wood David Garland

2. MINUTES

Notes of the previous meeting held on Monday 14th January 2019 were approved as a correct record

3. ACTION SHEET

i] The asset register has been completed though it will need to be kept up to date in future. Some of the electrical equipment cannot be replaced as it is so old, and need a separate spreadsheet to record the details of the equivalent equipment and its price, which John Jameson has offered to compile.

ACTION : Hanne Barton & Andrew Jackson

li] The Office Development project has been deferred as there is no suitable space in the Institute building at present.

4. MATTERS ARISING

i] The Dear Lupin event is well on track with the Craven Herald to be contacted nearer the time to run an article about the event and players. Tickets are priced at £11.50 and currently available on Ticketsource and the Hub. Mrs Barton and Andrew Jackson have both offered accommodation for the cast over the weekend.

li] Sarah Collins and Keep the Faith is proceeding well with tickets now available at the Hub and on Ticketsource. Stephen Parry offered to deliver posters further up the Dale and to contact the local radio stations. Dave Tierney will contact Andrew Wilson regarding promoting this event on the website and to change the effect of the 'banner'. Graham Davies reported that Craven District Council would be prepared to underwrite this event and similar events should we incur a loss, but only in the short term.

ACTION: Jean Slater, Stephen Parry, Dave Tierney

5. FIRE RISK ASSESSMENT ACTION PLAN

In his absence Mr Garland had sent a report on his recent meeting with Mr. Lofthouse and Mr. Rymer, regarding the fire doors. The original plan is not practical, and the revised proposal is as follows:

Kitchen/Reception Door must open one way, the same way as at present and will have a window. The Games room/kitchen door to remain as existing door. It was agreed that the absence of a window was not considered as being a H&S issue. The Games Room/Snooker Room door does not need replacing but needs to be kept unlocked so it can be used as a fire escape route. The Door from the Snooker Room to the rear porch needs to be replaced by a Fire Door but a window is not necessary.

As all of the D Garland proposals were accepted without any changes, it was agreed that Mr Garland should now go ahead and brief J Rymer to give us a quote for the work proposed.

ACTION: David Garland

If and when the Fire Alarm is sounded, we currently do not have written procedures to tell how Town Hall users and Trustees, what actions are required for the entire building and all the bodies that may be using the building at this time. David Garland, following a meeting with Tony Lofthouse and David Wood, has produced a draft version of the procedures required, and now seeks a final meeting to sign off the proposals.

ACTION: Hanne Barton to contact David Garland to arrange a meeting as soon as possible.

Mr. Charlton reported to the meeting that Playschool are fundraising to alter a window and convert it into a Fire Exit with push bar doors. This change would support the Playgroup's use of the outside space available and may contribute positively to a future Ofsted report.

ACTION: Graham Davies to contact Louise Close to ask that the Playgroup seek the permission of the Trustees and Parish Council, before any work commences on the desired changes to the building.

A number of Fire Certificates have been received for attendees of the recent Fire Academy Training Course, these will be handed out to the individuals as well as a list of the names of the trained Fire Marshals put on the Website.

ACTION: David Tierney to distribute the certificate and work with Andrew Wilson to update the Town Hall website.

6. PRIZE DRAW

The Prize draw results were confirmed as 1st P. Jaques £19.20: 2nd G. Wilson £9.60: 3rd D. Anderson £4.80

7. FINANCE

The Treasurer reported no problems with the January Management Accounts, and with the 2018 Accounts having been approved are now ready to go to our auditor. The Secretary to let the Treasurer have her relevant paperwork.

ACTION: Valerie Giles & Angie Beetham

There are a number of unpaid Invoices that all need to be chased for payments.

ACTION: Angie Beetham & Valerie Giles

Members subscriptions are now due for 2019, and these to be chased as far as possible.

Without a list of the 2018 Members or a list of past members, it is difficult to know who to chase. It was suggested that the benefits of Membership in 2018 should remain unchanged in 2019.

ACTION: Valerie Giles & Angie Beetham

All Trustees were reminded that only 'paid up' Trustees and public are entitled to vote at the AGM.

RE-DEVELOPMENT OF THE OCTAGON THEATRE

Barrie Doyle has presented some proposals to a limited number of Trustees, to re develop the Octagon Theatre, with the view of improving wheelchair and handicap access.

Mr. Davies showed a plan of the Institute to the meeting which he will forward on to the Trustees.

It was agreed that any discussion on the re-development of the Octagon and all other parts of the building as well, were not appropriate at this point in time, until we have a much clearer understanding of what the future of the Town Hall building is going to be.

Rob Charlton was invited to update the Trustees of progress to date, and advised the meeting that James Harker has been briefed to undertake some of the repairs indicated in the Buildings Condition Report, with a maximum monthly budget of £1500.

It was reported that no real progress has been made regarding the possible re location of the Town Hall, so this aspect of the future of the Town Hall remains unclarified.

Lisa Roddis stressed that to make any decisions about the future of the Town Hall, whether concerning repairs or re location, then all aspects have to be quantified, and the numbers provided form a major part of the decision making process.

ACTION: The Parish Council to continue to keep the Trustees fully informed as to the future of the Town Hall building.

EVENTS

The Secretary reported that bookings are looking good moving forward, though the request for a Take That Tribute Band to perform here at a cost of £1200 was declined by the Trustees.

ACTION: The Secretary to inform the Band of this decision.

There is currently outline bookings for The King B's, Dr Brown and the Groove Cats and Plumhall, and as these proposals have not been taken up by the Trustees, it was requested that they be removed from our diary to free up the rooms for other bookings.

ACTION; Valerie Giles

OTHER BUSINESS

Though there has been no actual correspondence, the Secretary was approached by Playschool regarding damage to the flooring where the floor covering has lifted due to water spillage. The caretaker has repaired the floor, but at a future date this flooring will need to be replaced if the floor cannot be made safe.

The water spillage is not through any burst pipes, but has arisen due to the use of water based activities in the classroom.

Mr. Davies suggested that we continue with the Opera/ballet/Shakespeare programmes in 2019/20 but with a slightly reduced programme and perhaps more musicals and plays.

Mr Charlton asked the Secretary to keep Easter 2020 free in the diary for a village event with a working title of Sheepfest.

NEXT MEETING

The next meeting 11th March 2019 at 7pm in the Games Room

The AGM is pencilled in for 8th April 2019.

There being no further business the meeting closed at 8-35pm

FOOTNOTE

Although it was not discussed at the Trustee meeting, Rob Charlton has subsequently advised that the Parish Council has won a small Grant of £500 to undertake repairs to the elevated walkway at the rear of the building, near the kitchen/back door.