

# GRASSINGTON DEVONSHIRE INSTITUTE

(A Charitable Incorporated Organisation – Registered Charity no. 1185815)

## NOTES OF MEETING OF TRUSTEES – MONDAY 10 February 2020

**Present:** Trustees Hanne Barton (in the chair)  
Penny Clover (also Treasurer)  
Andrew Jackson, Amanda Clover,  
Jean Slater, Stephen Parry

**Apologies:** David Wood (holiday), Marion Field (poorly), David Tierney (unexpected circumstances). These were noted and accepted by those present. Mrs Barton welcomed our new colleague Stephen Parry back to the trustees.

### 1. Notes of previous meeting

The notes of the meeting of trustees, held on 13<sup>th</sup> January 2020 were approved as a correct record.

### 2. Study of the constitution.

Trustees' attention was drawn to the Objects of the constitution and other parts relating directly to the duties of the trustees. Discussion was had around trustees' responsibilities.

### 3. Matters arising

- I. **Improvements to Town Hall interior.** There is now a handrail all the way down the corridor. Curtain rail has been put up in the Octagon. Thanks goes to our maintenance team SP, BD and DL who meet regularly to assess and deal with general maintenance and improvement
- II. **Update on Booking system.** All bookings are now on Skedda and our Caretaker has had a tablet and training in viewing bookings online. The Hub has trained up a volunteer and those organisations who have not yet filled in a booking form are requested to do so. A confirmation of booking form has been developed and will be sent out to all who have booked including costs and T&C's. There are initial hiccups with bookings but so far everything has been sorted.  
*Action AJ, HB and DW to work with the Hub on agreeing T&C for their work and fees.*
- III. **Brochure.** A group of trustees have been working with volunteer SL and bar a final few touches it will be ready to go to print this week. Great care has been taken to ensure lessons were learned from the first brochure and double checks made on dates etc. Huge thanks to SL for an incredible amount of work and we think, an excellent outcome. Work on the next brochure will start end of June.

### 4. Gantry

Trustees were briefed of the multi-user meeting that had taken place around the issue of the unsafe gantry which is currently OUT OF USE. The structural engineer and the group came to a consensus of the next steps. Though this is not a solution for the whole stage, it is necessary to fix the gantry to enable productions to take place using existing equipment. Many questions were raised in this debate and concerns raised about how to ensure best value for money.

*Action SP. To work with structural engineer to ensure appropriate organisation and best value is obtained in commissioning further work.*

*Action HB. To ensure hirers are aware they MUST NOT use the gantry.*

## GRASSINGTON DEVONSHIRE INSTITUTE

(A Charitable Incorporated Organisation – Registered Charity no. 1185815)

### 5. Players

Trustees were briefed, in confidence, about the Players production coming up.

### 6. Membership

Trustees were briefed on progress so far which has two approaches. One to establish current membership situation and two, to plan for future membership. This is proving to be a complex and time-consuming exercise but is generating a better understanding of who are using our facilities.

*Action HB. Trustees will be sent notes by JS and are asked to consider future membership options.*

### 7. Health and Safety

- I. **'Working at height' training.** Trustees were informed that if they undertake any work at height, they must complete training. Options are on-line training at a cost of £7.98 pp plus VAT or £300 plus VAT for a comprehensive half day face to face training for up to 6 people. Resolved: to opt for on-line training.

*Action HB. Forward online training link to AJ and SP plus anyone else who will require this.*

- II. **Food Hygiene Certificate.** Environmental Health visited the TH in Oct 2019 as the Lunch Club falls into the category that needs inspecting. We have now received a five-star food hygiene rating which is the best you can get. This will be displayed on entrance to TH.

*Action HB. Ensure that all who use the kitchen continue to fill in the Food Safety Check List.*

- III. **Accident.** A member of the public got hurt, this was dealt with effectively and professionally at the time of the accident, all appropriate actions were taken and reported. Meeting with the Caretaker has taken place to look at the cause of the accident and immediate action has been taken to ensure this cannot happen again.

*Action SP. Long term solution delegated to the maintenance team.*

*Action HB. Check that first aid box is compliant.*

### 8. Prize Draw

The prize draw winner this month was Dr A Jackson.

### 9. Finance Report

The treasurer presented the finance report and questions were raised and answered in relation to this. An auditor has been found to audit this year's account. The treasurer has adjusted the books to make this straightforward and expanded on detail of expenses. The treasurer was thanked for her diligence and success in finding an auditor.

### 10. Correspondence

The trustees have received a booking for the TH to hold a coffee morning at Church House on Saturday 18 July at a cost of £50. This is the annual TH fundraiser in the village consisting of a bottle stall, cake stall, raffle and teas.

*Action JS. To put together a volunteer list of helpers on the day.*

### 11. Any other business

JS asked for further volunteers for this Wednesday as the Octagon screening has large group of students coming from Keighley.

### 12. Date and time of next meeting

Monday 9 March at 7pm and **AGM Monday 20 April** at 6.30pm followed by trustee meeting.