

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 4TH JUNE 2018

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

Apologies Mandy Clover, Penny Clover, Gail Wilson and Bob Kendall

Mr Wood welcomed everyone to the meeting and congratulated Counc. Charlton on his election to the position of Chair of Grassington Parish Council.

1. Notes of previous meeting

The notes of the meeting held on Monday 14th May 2018 were approved as a correct record.

3. Matters arising

i) Water saving

Mr Garland informed the committee that the water saving device had now been installed successfully in the gents' toilet. He reported that Yorkshire Water had been in contact to query whether there was a leak on the premises but, despite considerable efforts, it had not been possible to locate either a leak or an isolation valve for the Octagon area of the building.

Action - It was agreed that the next water bill would be scrutinised to establish if more water than anticipated had been charged for.

ii) Glasswasher

Mr Garland had requested quotations for the electrical enabling work which would be necessary to install a glasswasher in the kitchen, alongside the existing dishwasher. Together with plumbing works and the cost of a new glasswasher, he estimated a total cost of £1,500. Whilst concerns were expressed at the potential issues around manual handling, it was agreed that an appropriate procedural note should be prepared and training given, once the new glasswasher was purchased.

Action - Mr Garland to bring the electrical works quotation and glasswasher costs to the next meeting.

iii) Glasses for bar

It was noted that some of the glasses had already been placed behind the bar and it was felt that surplus glasses should be stored elsewhere in the Town Hall.

Action - Mr Wood to ask the Caretaker to store the surplus glasses in a more appropriate area.

iv) Stage lighting

Mr Wood reported that the stage lights, requested by Mr Jameson, had now been received. Grassington Parish Council had paid the bill with a contribution from the Town Hall.

Action - Dr Jackson to arrange for Mr Jameson to install the new lights.

v) Membership

This item was deferred in Mrs Gower's absence.

vi) Octagon flooring

Mr Davies stated he had sought advice on the replacement flooring from Mr Thornton, a local musician. As a result, he had asked Mr Garland to obtain a quote for a hard floor solution, similar to that in the main foyer. Mr Garland informed the committee that a visit, to measure up the area to be covered and produce a quote, had been arranged for week commencing 11th June.

Action - Mr Garland to bring the quote to the next meeting.

vii) Room fees review

Mr Davies reported that a meeting, to consider the current rates charged for Town Hall rooms, would be held on 6th June.

Action - The outcome of the review to be reported to the next meeting.

4. Fire Risk Assessment Report and Action Plan

Mr Wood provided background to the commissioning of a fire risk assessment report (FRA), from Capital Fire Risk Assessment UK Ltd., which had been received on 24th May. The document had raised a number of important issues, most of which required urgent attention. Grassington Parish Council (GPC) had been made aware of the report but, due to the sensitivity of its content, had chosen not to discuss it at its May meeting to allow time for the action plan to be developed. Trustees discussed the various actions taken to date and raised the issue of cost and apportionment to the building's owner (GPC). Mr Wood commented that those items or works which were deemed to be of high priority would be carried out and any apportionment could and should be discussed and agreed with the GPC after they were installed or completed. It was noted that a meeting with the report's author would take place on 5th June. It was also noted that a number of actions would need to be attributed to individual Trustees, the Caretaker and external contractors as appropriate.

It was agreed that expenditure, in direct relation to the action plan, should be clearly recorded for future discussion with GPC. Estimates for work to be done, timelines for such work, along with final cost should be recorded on the action plan.

On a separate but related matter, it was noted that GPC had agreed to arrange for the removal and cutting back of vegetation which was invading the roof void above the toilets.

Counc. Charlton reported that GPC had not yet received the report from the Building Surveyor and stated that this would be sent to Trustees as soon as possible. It was agreed that there was likely to be some crossover in the two reports.

Action - Trustees to report on the meeting with the FRA report's author and to consider how individual skill sets could contribute to the delivery of the action plan.

5. Prize Draw

Mr Tierney stated he had started to design a flyer and hoped it would be ready to circulate to Trustees for their comments before the next meeting. The prize draw winners were confirmed as 1st D&H Hobson, 2nd Mary Wilkinson, 3rd R&K Gower.

6. Finance Report

The Treasurer had circulated the management accounts to Trustees ahead of the meeting. A number of bills, with total expenditure in excess of £2,500, had been paid in May, some of which were associated with the FRA action plan. The Treasurer

sought agreement for a transfer of £5,000 from a savings account to the current account. This was approved. Trustees asked for a little more detail of expenditure to be recorded on the statements received. After considerable discussion, it was agreed it would be necessary to discuss and agree the detail required and the means by which this could be provided.

7. Brass Band and Jazz and Blues events

Mr Davies had circulated details of a £232 profit from the Jazz and Blues event but commented that the Brass Band event had produced a small bar profit and no profit from ticket sales. Some discussion took place regarding the procedure to be followed to attribute event bookings to external organisations or individuals.

Action - Mr Davies to draft the conditions for booking as part of the review of room rates.

8. Satellite broadcast events

Mr Davies reported that the broadcast of 'Everybody's talking about Jamie' had been booked and was now being publicised. A contract for nine operas had been signed (running from September 2018 to June 2019) and a proposal was in place for four Shakespeare productions, although the contract for these was not yet signed. Some further events may be in the offing.

Action - Trustees to assist in the word of mouth publicity for the event on 5th July.

9. Future role of Trustees

Mr Wood suggested the item be deferred in terms of detailed discussion but invited Trustees to consider the areas of work identified in the document and put themselves forward for one or more roles, according to their expertise, interest or experience.

Action - All Trustees to consider what contribution they can make in the future to the planned events, activities or areas of work set out in the paper.

10. Computerised booking system

Mr Tierney stated that a year's worth of data had been uploaded to the Skedda system and this would continue to be evaluated. He suggested that a demonstration of the system be arranged for Trustees. Mrs Barton stated she felt this would be essential, as the system effectively provided the first interface between the public and the Town Hall.

Action - Mr Tierney to circulate some suggestions for dates for the demonstration.

11. Future events

Mr Davies stated that there was considerable activity in the Town Hall for the month of June, associated with the Festival and beyond this, the Octagon programme of events was coming together. A supper, combined with a ceilidh, had been suggested by an absent Trustee, although it was noted that Grassington Singers may themselves be about to arrange a ceilidh event. Mrs Barton and Mr Davies reported their experience to date, in researching and making initial plans for a wine and food festival, possibly to be held over a weekend in spring 2019. Discussion took place regarding the limitations of the Town Hall's facilities regarding the preparation of fresh food by stallholders and the potential comparison with the activities of the 'soon to be re-started' Farmers' Market in the village.

Action - Mr Davies to arrange a meeting to undertake detailed planning of the Wine and Food Festival after the Grassington Festival has ended. All Trustees to consider if they could take up part of the workload.

12. Correspondence received

i) Town Hall Coffee Morning - The Secretary stated that the TH Coffee Morning would be held in Church House on Saturday 30th June. It was noted that a number of the Trustees and potential volunteers, may well be involved in preparations for the final day of Grassington Festival, the events for which would commence at noon. Bottles for the tombola and cakes were requested and a raffle suggested as an important part of the fund-raising event. A number of offers of help were made by Trustees.

Action - The Secretary to contact volunteers to 'staff' the event to ensure the best possible outcome was achieved.

ii) Playschool - Mr Wood reported that he had had a conversation with Mrs Louise Close, in her capacity as Chair of the local Playschool, about risk assessments and a possible future request to create a doorway to access the outside play area. He confirmed that there was unlikely to be anything significant in the risk assessments, other than relating to fire marshals and training.

13. Any other business

i) 'Great Places' project - Mr Davies reported he had received a very supportive response following his meeting with local authority colleagues. A further meeting, perhaps to involve other Trustees and local people, would be arranged.

Action - Mr Davies to arrange a follow up meeting to involve others as deemed appropriate.

ii) Premises Licence - Mr Wood reported that he had spoken to the Licensing Manager at Craven District Council to enquire if the Fire Authority had undertaken any inspection or assessment of the Town Hall premises as a pre-condition to the award of a Premises Licence. He had been informed that no such inspections or assessments had been carried out since a change to Government policy between 2005 and 2008. Today, each premises' owner had responsibility for compliance with legislation and regulation.

14. Date and time of next meeting

As it is possible that the Building Surveyor's report may be available in time for Grassington Parish Council's meeting on 5th July, it was agreed that the next meeting of Trustees will take place at **7pm on Monday 9th July 2018.**

The meeting closed at 8.55pm.

DPW/VG

5th June 2018.