

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 10<sup>TH</sup> JUNE 2019

**Present:** Trustees David Wood (in the Chair)  
Hanne Barton Rob Charlton  
Mandy Clover Penny Clover  
Dave Garland Marion Field  
Stephen Parry Jean Slater  
Dave Tierney

Secretary Val Giles

**Apologies** Andrew Jackson, Lisa Roddis, Bob Kendall and Angela Beetham (Treasurer)

**1. Notes of previous meeting**

The notes of the meeting held on Tuesday 7<sup>th</sup> May 2019 were approved as a correct record.

**2. Action Sheet**

There was nothing new to report from the Action Sheet.

**3. Matters arising**

**i) Main Hall Event review - Sarah Collins and Keep the Faith**

Mr Parry stated that the event had received very positive feedback, both from customers and the band. The band's management had expressed interest in returning in the future. Mrs Slater agreed that the event had been excellent, although the interval of 45 minutes had been a little too long. In the future, one idea would be to have a DJ or other music infill.

Mrs Barton informed Trustees that a bar spreadsheet had now been produced which showed the sales for the event. This could be used in future to ensure the popular drinks could be in plentiful supply. It was noted that the supply of cask ale had run out relatively early on. Some discussion had taken place about a proposed early collection of bar takings and Mr Wood agreed to speak to the Caretaker about this.

Whilst Trustees agreed that the band should be invited to return in the future, it was not felt to be appropriate to hold such event during December, given the huge time requirements placed on Trustees and volunteers around Dickensian, the Bradford Brass Band and, to a lesser extent, the Village Christmas Party (which Coun Charlton commented could take place on the Sunday before Christmas). With this in mind, it was agreed to invite Keep the Faith to perform in Spring 2020.

*Action - Mr Parry to obtain some dates from Keep the Faith's management for the 2020 event.*

Mrs Barton sought Trustees' views on the subject of volunteers having alcoholic drink during events. After some discussion, it was agreed that whilst the Event 'Leader' would have discretion, volunteers would be allowed to purchase alcoholic beverages, at a discounted rate to the level at which they would still be capable of driving.

*Action - Any Trustee leading a Town Hall production to inform volunteers of this agreement.*

Following the experience of the event, the Evacuation Policy had been amended and was brought to the meeting for consideration. The main issue related to the fact that standing events tended to have flexible audiences (i.e. with widely varying arrival

and departure times) which made it impractical to make an announcement at the beginning of such events. The revised wording of the policy was agreed.

Mr Wood enquired as to the application of the new policy to the Grassington Festival, given the different approach used (in relation to alarms and evacuation) in the past. Mrs Slater confirmed that the Town Hall-agreed policy would be applied to the 2019 Festival.

Some discussion took place regarding the potential to pay younger people (for example those operating the bar) for part or all of their time as a means of encouraging them to join in with Town Hall activities. It was felt that a differential policy of payment would be inappropriate and there would be other ways of rewarding contribution, for example by messages of thanks, discounted drinks and perhaps an occasional 'thank you' event. Nevertheless, the idea to encourage younger people within the community to join in with organising and running events was well made and Trustees agreed to consider how to generate greater interest in becoming involved.

#### **ii) Updating the Town Hall interior**

Mrs Barton commented on the tired decor and poor lighting (too bright, too dark or absent) which created an unloved and uncared about feeling in the public areas and main activity rooms. She suggested getting some professional input to making improvements which could take place room by room, rather than only once a total scheme had been put together and agreed. Coun Charlton suggested a contact from Oldfield Electrical who may be able to advise on what would be possible and, after much discussion, it was agreed this would be a sensible approach.

Trustees reported a number of issues which needed attention, including a repair to the disabled toilet lock and painting of the stage front, as well as the fire door to the Games Room. Mr Wood asked that all such 'known' jobs be communicated to him as soon as possible following which he would produce a task list for the Caretaker.

*Action - Coun Charlton to make the relevant contact and to pass this to Mrs Barton to follow up. Mr Garland to obtain new wall light fittings to replace those in the foyer, if possible, before the start of the Festival. All Trustees to let Mr Wood have details of jobs to be done by the Caretaker.*

#### **4. Prize Draw**

Mr Tierney informed the group that the prize draw had taken place in the presence of the Treasurer at the end of the previous week. The single prize winner was Kath Gower.

#### **5. Fire action plan**

Mr Garland confirmed that installation of the new smoke detector under the Snooker Room floor would take place during Keybury's scheduled inspection in August 2019. Unfortunately, due to illness on the part of the joiner, a quote for new fire doors to the kitchen had not yet been received although it was hoped that this would come through before the next meeting.

Mr Wood reported that the annual inspection of fire extinguishers and PAT testing was due in June and Mr Garland agreed to make the necessary arrangements.

*Action - Mr Garland to contact Fire Academy to arrange the relevant inspection and testing and, where appropriate, to install new extinguishers.*

Mr Wood also stated that an inspection and test of the various gas installations and boiler testing would become due in June and he agreed to make the necessary arrangements.

*Action - Mr Wood to arrange gas installation testing through HCS Mechanical Services.*

## **6. Finance Report**

In the absence of the Treasurer, Mr Wood confirmed that the outstanding bills, relating to the Pantaloons, would now be paid following confirming that Mrs Gower remained their Treasurer. He reported that the Treasurer would be arranging for cash owed to Mr Parry (relating to his payment of the fee for Keep the Faith) to be obtained from the Skipton branch of Barclays, following closure of the Grassington branch on 24<sup>th</sup> May. In future, it would be difficult to produce large sums of cash so alternative means of paying artists etc would need to be negotiated. It was agreed there was no appetite to store cash in the Town Hall.

Mr Wood stated he had now uploaded the Trust's Annual Report for 2018 on the Charity Commission's website. Trustee details had been amended where possible and the details of new Trustees (i.e. elected since January 2018) would be added as soon as they were received.

## **7. Future of the Town Hall**

Mr Wood reported he had now met with representatives of the Hub to commence the process of due diligence. He had asked Mr G Davies, former Trustee and Deputy Chair, to gather the relevant documentation and to present this to the Trustees. He stressed that Mr Davies would not be making recommendations and would not be involved in the decision-making process i.e. whether or not the Town Hall should formally merge with Grassington Hub.

Mr Wood asked Coun Charlton whether the deeds for the Town Hall and the legal opinion on those deeds, provided by Craven District Council, would be made available soon to the Trustees. Coun Charlton replied that the legal opinion had confirmed that the Town Hall was fully in the ownership of Grassington Parish Council and, as the deeds were written in 'old English' and legal terminology, it was the view of the Council that they should be viewed only with a conveyancing solicitor present. Mrs Barton enquired about a document, referred to at the Annual Parish meeting in May, written by Coun Rooze, which could be provided to Trustees. Coun Charlton stated that said document had been amended recently but he felt this, plus the CDC legal opinion could be provided to the Trust by the end of the month. He also stated that a rolling, renewable lease would not be possible but a defined period lease, for example of 25 years, would be possible.

Some discussion ensued regarding the degree to which Grassington Parish Council were (or were not) acting as potential positive partners in the merger of the Town Hall with the Hub if information was so slow to come through or indeed had to be asked for on several occasions before it was made available. Mr Wood commented that the Hub and Town Hall may well seek to inform all residents of their proposals and seek to keep their members and volunteers regularly updated regarding progress during the coming months. He urged the Parish Council, through Coun Charlton, to work with the Trust to produce a positive set of proposals which would assist the process, relating to the ownership or lease of the Town Hall premises.

*Action - Coun Charlton to provide the legal opinion from Craven District Council and the Grassington Parish Council briefing note as soon as possible.*

## **8. Correspondence received**

The Secretary agreed to email Trustees as to their potential involvement in an orchestral event on 23<sup>rd</sup> August 2019.

Coun Charlton was asked to leave the meeting at this point.

## **9. Building Condition Survey**

Mr Parry reported that he had sourced a qualified building surveyor who was prepared to undertake a new survey of the Town Hall and to include timescales for action and indicative costs of any work necessary in the report. This was necessary due to the fact that the Parish Council's survey report, produced in 2018, did not

include indicative costs and, despite assurances to the contrary, no costed, action plan had been produced by the Council due to lack of funds. Mr Parry described the work to be undertaken and asked for approval of the cost and to the inclusion of mechanical and electrical installations in the work. He informed Trustees that the report would produce a figure for indemnity insurance which would indicate whether the Town Hall premises were under or over insured. Trustees fully supported proceeding with the work at the cost stated. The survey to be undertaken in July 2019.

*Action - Mr Parry to commission the work on behalf of Trustees.*

**10. Any other business**

Mrs Barton asked about the drinking water dispenser which had appeared in the foyer. Mr Garland stated this had been installed as a free trial which was due to end this week. Thereafter, Trustees were asked to consider taking the system (based on plastic bottled water and plastic (single use) cups on a monthly chargeable basis. Trustees felt the introduction of a single use plastics facility would be inappropriate and also that the storage of several large bottles of water on the premises would be difficult. A mains-water drinking fountain or similar would be a better solution.

*Action - Mr Garland to ensure the plastic system was removed at the end of the trial period.*

**11. Date and time of next meeting**

The next meeting of Trustees will take place on **Monday 8<sup>th</sup> July 2019, at 7pm in the Games Room.**

The meeting closed at 9.45pm.

DPW 11<sup>th</sup> June 2019.