

**GRASSINGTON DEVONSHIRE INSTITUTE**  
(A Charitable Incorporated Organisation – Registered Charity no. 1185815)

**TRUSTEES**

**NOTES OF A MEETING HELD ON MONDAY 7<sup>th</sup> JUNE 2021**

**Participants:** David Wood (in the Chair)  
Hanne Barton                                  Barrie Doyle  
Nic Fielden                                     Stephen Parry  
Jean Slater

**Apologies**                                  Apologies for absence were received from Marion Field (ill health) and Penny Clover, Treasurer.

**1. Notes of previous meeting**

The notes of the meetings held on 10<sup>th</sup> May 2021 were confirmed as a correct record.

**2. Projects update**

**i) Caretaker's Flat**

Planning approval for this development has been received from YDNPA. An assessment of the means by which an external access door could be included in the scheme had concluded that it would be impractical to do this. An alternative access, via the emergency exit door at the rear of the building looked a more likely proposition and this would also allow better configuration of bed rooms. It was noted that the Building Inspector (or fire inspector?) would determine whether this was a reasonable approach to take.

*Action – Mr Doyle to continue to liaise with the structural engineer and planning consultant and to get the scheme underway as soon as possible.*

**ii) Flat roof above foyer**

Grassington Parish Council had agreed, at its meeting in May 2021, to commission one of the two contractors who quoted against the agreed specification, to undertake the work as soon as possible. This was likely to start within two or three weeks. Trustees were delighted with the Council's decision, a product of some excellent partnership working between the two organisations.

**iii) Kitchen**

More information was being gathered regarding the configuration of units and services and equipment costs for the Town Hall kitchen. Trustees re-affirmed their wish that the scheme be externally funded but remained open to the idea that the project may need to be initiated via GDI reserves.

**iv) Snooker Room**

Volunteers ('Team S') were currently working on replacing the curtains and an assessment of likely costs, excluding carpet replacement at this stage, had produced a figure of £1,000. This included the new loft ladder, an item required to fulfil health and safety obligations anyway. Trustees agreed that the project should proceed, funded initially via GDI reserves but subject to bids being made to secure funding from an external source.

*Action – Mr Doyle to progress the scheme and Mr Fielden to obtain a price for a replacement carpet.*

**v) 'Conference Room'**

A quotation had been obtained for a computer to be attached to the interactive screen in the 'Conference Room'. Some discussion ensued regarding the functionality of the screen now and after the introduction of the computer. It was felt that one idea, to use the computer's capacity as a server for GDI documentation, was unlikely to be the best approach and it was agreed that more information was required, from the supplier of the computer and potential users of the screen, before deciding whether to purchase the computer. A decision will be taken at the July meeting.

*Action – Mr Doyle to contact 'Go Education' for further information and Trustees, who have insight into the potential future use of the screen, to contribute any relevant details.*

#### **vi) Town Hall 'undercroft'**

The floor space available on the ground floor of the front elevation of the Town Hall would become available for development after the Caretaker's flat had been completed. The area would need to be assessed by external advisors regarding load-bearing walls and of course Grassington Parish Council's formal confirmation, that it would be happy to relinquish the 'Council Chamber' in favour of improved facilities provided by the current 'Games Room', would be required in due course. However, as a matter of principle, discussion could now take place with Grassington Hub regarding its potential to re-locate to the Town Hall. Whatever the outcome of these discussions, an opportunity to provide public toilets and/or an 'accessible' toilet facility for disabled people, would require GDI consideration.

*Action – Mr Wood to contact Grassington Hub with an invitation to arrange a joint meeting of Trustees. Mr Doyle to provide Grassington Hub with a copy of the floor area drawing.*

#### **vii) Renaming the Games Room**

Grassington Parish Council had now confirmed that it would support the GDI's decision regarding the proposed re-naming of the Games Room. A meeting had been held with Ms Vickers and it was clear that her wish for a sculpture to be commissioned and placed on public display would NOT involve the Town Hall. However, Ms Vickers was extremely supportive of the GDI's proposal to re-name the Games Room in Dr Jackson's memory. Trustees decided that the room be re-named 'The Jackson Room' (this is helpful for the purpose of the booking system and website) and to include wording to the effect that the room is 'dedicated to the memory of Dr Andrew Jackson'.

*Action – Mr Parry to progress the signage for the new room.*

### **3. Finance Report**

The monthly accounts showed a slight deficit in May, although full payment had been made to the Planning Consultant and the annual insurance had been paid. The 2019 contribution to the village's Dickensian Festival (£1467) had been returned to GDI funds, at the request of the 'retiring' Dickensian Committee.

### **4. Health and Safety**

Some detailed work had been undertaken to assess the current health and safety policies and the gaps requiring to be filled. There was a need to ensure a focus on hirers and customers throughout the documentation and there was some discussion about the GDI's obligation, or not, to provide first aid cover for its own events.

The safety issue regarding Octagon seating (which had been the subject of an accident report in the recent past) appeared to be closed as, following the insolvency of the company, covers to the sharp protrusions had been fixed locally and 'walk through' areas, between the seats, were cordoned off.

Recent guidance from Craven District Council, regarding covid-safe cleaning materials, had been reviewed and only the hand wash appeared on the list. Other cleaning materials, which remained in date or without a date for use, could be 'quarantined' and new materials purchased whilst restrictions continued.

*Action – Mr Fielden to look into the statutory obligations regarding the provision of first aid at events and to continue his assessment of the health and safety documentation.*

### **6. Data Protection**

The GDPR statement had now been confirmed by Trustees and loaded on to the website. There would be a need to integrate the statement into all contact points with members, hirers and customers. Members would be required to make an annual 're-confirmation' that the data held by GDI and the use made of it was acceptable.

Action – Mrs Barton to register the statement with the Information Commissioner. Mr Wood to ensure members are aware of the new statement and are asked to confirm their acceptance of data capture, storage and use on an annual basis.

## **7. Electrical Inspection**

The statutory five-yearly inspection of the electrical installations and circuitry would become due by November 2021. Team 'M' had already obtained a quotation for the work and it was acknowledged that recent installations of new equipment had made the premises much safer in recent years.

Action – Mr Doyle to ensure the statutory inspection is carried out by November 2021.

## **8. Membership and associated benefits**

An idea had been received from a member regarding the potential to categorise membership, for example by introducing a 'Gold' level which may encourage members to donate additional sums to GDI. Whilst acknowledging that this was a system operated by other charities within the village, Trustees felt that membership numbers were the current priority, in order to spread the word about the charity's work and challenges posed by the building. An opportunity to donate additional sums had already been taken by local people in relating to the curtain appeal and the website carried a clear process for donations above and beyond membership subscriptions. With this in mind, the 2021 Membership leaflet would be made available at the two events in July, when there would be an opportunity to target customers who were not current members of GDI.

An enquiry had been received regarding the cost of drop-in sessions for children (under the age of sixteen). After some discussion, it was agreed that youngsters should be allowed to pay the member drop-in rate, assuming the activity was booked and supervised by an existing member.

It was suggested that the next membership newsletter could ask for volunteers to come forward who had IT or technical expertise, to contribute to the website design and functionality discussion. Members who contributed ideas for consideration should be invited to participate in any working groups which were established to progress those ideas.

It was noted that GDI currently had 162 subscribing members, with new interest still being processed.

Action – Mrs Barton to feed back to the member who raised the idea about 'Gold' membership and to submit an amendment to the charges document for uploading to the website. Mr Wood to ensure a request for IT or technical expertise or experience to be included in the next newsletter for members.

## **9. Website**

Whilst the current website is under review, some of the difficulties, being experienced locally by Trustees and remotely, by the website 'administrator' were discussed. Trustees felt, due to the nature of their different roles, it would be impractical to have a single point of contact for the site, as this would, inevitably, mean more people than necessary would have to be in the communication loop, which could lead to delays in getting website content loaded correctly. An offer had been received from the web developer of the Glusburn Institute site (one of the Institute's Trustees) to assist GDI in any way possible and it was agreed that a meeting with him would be helpful. Any approach to a 'commercial' web developer would be deferred for the time being.

Action – Mr Wood to arrange a meeting between the Glusburn Trustee and interested Trustees from GDI.

## 10. Forward Calendar and Events Update

Ticket sales, to date, for the two events in July, were noted as follows:-

Riverdance (Friday 2<sup>nd</sup> July) – 27

Matthew Bourne's Swan Lake (Sunday 25<sup>th</sup> July) – 6

The artwork for Cowfields of Slack Bottom and the City of Bradford Brass Band events was under development and this would be required, along with some certainty about any covid-related seating restrictions, before tickets were made available for sale. Advertisements for events organised by GDI would need to be submitted, when approved, to the GDI's web administrator. However, it would need to be left to 'external' organisers of events to liaise directly with him. Whilst it was desirable for all events and activities, taking place at the Town Hall, to feature on the website, it was not felt practical for Trustees to monitor the production of advertisements for non-GDI events.

It was suggested that it may be possible to get some coverage of the re-opening events in the local media but it was not felt necessary, at this stage, to produce a new brochure.

*Action – Mr Wood to inform the web administrator of the decision regarding external events.*

## 11. Prize Draw

The winner of the monthly draw was Burke Smith (Member number 20-057).

## 12. Any other business

### i) Car Park

A question had been raised, at the Parish Council's AGM in May, as to the potential to invite people, parking their cars during the day in the Town Hall's car park, to make a donation towards the upkeep of the Town Hall. Councillors' initial responses had been favourable, although the final decision to support a scheme which would see GDI retain the proceeds from such donations, would require formal consideration by the Council at its next meeting. In anticipation of support, some research had been undertaken regarding notices and collection facilities. After an initial 'cash-only' facility, it may prove more lucrative for the scheme to allow card or contactless donations. This would require electrical equipment to be sourced and installed. A number of questions were raised regarding land ownership and the right of the GDI to set up such a scheme.

*Action – Mr Wood to write to Grassington Parish Council to seek the Council's early consideration of the proposal and to try to re-schedule the joint meeting between Councillors and Trustees.*

### ii) Town Hall planting

Contact had been received from Grassington in Bloom to confirm that its volunteers would be planting tubs around the entrance to the Town Hall. A donation of £200, previously supported by Trustees, would be made to GiB in return.

*Action – Mrs Barton to confirm the arrangements for the £200 donation with the Treasurer.*

## 13. Date and time of next meeting

The next meeting of Trustees will take place in the 'Games Room' at the Town Hall, at 10am on Monday 5<sup>th</sup> July 2021.

