

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 11TH MARCH 2019

Present:	Trustees	David Wood (in the Chair)	
		Hanne Barton	Rob Charlton
		Mandy Clover	Graham Davies
		Marion Field	Dave Garland
		Andrew Jackson	Stephen Parry
		Lisa Roddis	Jean Slater
		Secretary	Val Giles
Treasurer	Angela Beetham		

Apologies Penny Clover, Bob Kendall, Dave Tierney

1. Notes of previous meeting

The notes of the meeting held on Monday 11th February 2019 were approved as a correct record subject to two changes.

Item 5. Relating to the conversion of a window to a fire exit push door;- *'This change would enhance the Ofsted rating for the Playgroup'* to be amended to ***'This change would support the Playgroup's use of the outside space available and may contribute positively to a future Ofsted report'***.

Item 7. Relating to the Annual Accounts, the Treasurer reported that the Annual Accounts had just been sent to the Auditor at the time of the February meeting.

2. Action Sheet

There was nothing new to report from the Action Sheet.

3. Matters arising

i) Octagon Event – Dear Lupin

Dr Jackson reported that tickets were selling steadily (51 sold at the time of the meeting) and a further publicity push would be made this week. Five Trustees offered their input to 'staff' the event. Dr Jackson indicated that he would be happy to draw up a personal cheque should the 'act' require payment on the night although some form of invoice would be required.

Action – Dr Jackson to continue to co-ordinate arrangements for this event and to reclaim payments made and any expenses incurred.

ii) Main Hall Event – Sarah Collins and Keep the Faith

Mr Parry reported that 35 tickets had already been sold and the advertising net would be widened in the coming weeks. A Facebook 'boost' initiative, by Ms Field, had been seen by almost 2,500 people and it was considered that, for £23, it may be worth doing again nearer the date of the event. Other publicity, such as the potential to interview Sarah Collins on a local radio programme would need careful timing to maximise impact. The band's manager would be contacted again to ensure a co-ordinated approach was being taken. It was noted that Facebook enquiries were being responded to but any emailed questions, directed to the Town Hall Trustees, could risk falling through the net.

Mrs Slater commented that it had been helpful for Mr Davies to run through a template which would be used for all future Town Hall-organised events.

Action – Mr Wood to ensure that any emailed enquiries for this and other events are responded to appropriately.

iii) Dickensian

Ms Clover asked Trustees if they were happy for the Ladies Room to be booked for the 2019 Dickensian. In the absence of any developments around future use of this space, Trustees were happy to confirm that a booking could be made. It was noted that Grassington Players and Grassington Singers were likely to move their respective Christmas events to the Friday evening and the Saturday afternoon (after Dickensian) which would avoid the need to move stalls at the end of Saturday trading.

iv) Fire Doors

Mr Garland stated he would need a little more time to come forward with a formal proposal for new fire doors in and around the kitchen area. A check would need to be made as to whether the recently-installed fire doors (including new surrounds) were appropriately certificated. If not, it was likely that any future replacement doors and surrounds would need to be installed by fully-certified fire door installers, which would increase the cost.

Action – Mr Garland to make the necessary enquiries and produce a recommendation for the April meeting.

v) Evacuation procedures

A small working group had produced draft documents for consideration by Trustees. Mr Garland suggested that these should now be taken to the main user groups for any comments, before a final version could be brought to Trustees for approval and implementation. Ms Barton suggested that the draft documents should be circulated to Trustees immediately, as these would be useful reference points for events taking place before final sign off. This was agreed.

Trustees agreed that, once signed off, every user and hirer of the Town Hall's facilities would be expected to comply with the procedures outlined.

Action – Mrs Barton to circulate the draft documents to Trustees and Mr Garland to contact the main user groups, possibly through the accredited fire marshals, to provide opportunities for comment.

vi) 'Evac Chair'

Mr Garland informed Trustees that the new 'Evac Chair' had been installed in the stairwell of the Octagon. The chosen site was deemed to be the shortest distance between the Octagon and the safety of outside. He commented that all Trustees should familiarise themselves with the use of the chair, by viewing an informative online video.

Much discussion ensued regarding the procedure to be adopted to ensure the safety of individuals with mobility problems in the event of a requirement to evacuate the building. Based on best advice available, the new procedures must make clear what arrangements need to be made for this 'client group'.

Action – All Trustees to access the online video to ensure they are aware of the Evac Chair's use and to request a practical demonstration if necessary. Mr Garland to ensure that the new evacuation procedures set out clear arrangements for evacuating people with mobility problems.

4. Potential developments at the Town Hall

By invitation, Mr Barrie Doyle presented two potential schemes which, if adopted and implemented, could improve access and the customer experience of events in the Octagon and in the vicinity of the foyer. The first scheme proposed a new access point to the Octagon, from Moor Lane, which would comprise an elevated walkway and new foyer/door into the Octagon. Changes would be made to internal layout to replace the kitchen and install a permanent bar facility, whilst removing the 'stage' (thus reducing the height of the 'performance area' to the level of the main Octagon floor. A new access door and 'artists' refuge would be created.

The second scheme involved extending the depth of the bar area in the foyer and blocking (albeit with glass blocks or windows) the railed area above the main entrance. New double doors would improve heat retention and the scheme could be extended to create a mezzanine-type floor above the main stairwell.

Whilst the schemes outlined had no funding stream attached, Mr Doyle commented that both would improve access and customer experience which may make them attractive propositions for funders or grant income. Coun Charlton invited Mr Doyle to consider making a similar presentation to the Grassington Parish Council at a future meeting.

Mr Wood thanked Mr Doyle for his presentation.

Action – Mr Wood to circulate electronic copies of the schemes and to co-ordinate any questions for Mr Doyle to ensure all Trustees receive the same information.

5. Prize Draw

The prize draw winners were confirmed as 1st D Anderson, 2nd J Jowitt, 3rd C Parry.

6. Finance Report

The Treasurer confirmed that a new direct debit had been set up in favour of the new BT broadband and telephone service. She confirmed that the Town Hall's liability around 'performing rights' had been fulfilled with a payment of £1,114.12. The Treasurer stated that the insurance was due for renewal in June but this appeared to have some (?total) duplication with the insurance paid for by Grassington Parish Council. It was agreed that the two policies needed to be scrutinised before any new payments were made.

The Annual Accounts were now with the Auditor and were expected to be back well before the Annual Meeting in April.

Action – The Treasurer to contact the Parish Clerk to ensure scrutiny of the respective insurance policies. Thereafter, a recommendation should be made to Trustees.

7. Future of the Town Hall

Coun Charlton reported that the remedial work on the roof had now been completed although some joinery work remained outstanding around the Moor Lane entrance. The flat roof above the foyer had been described as 'spongy' but no work had been agreed to be undertaken at this time. The roof had been thoroughly cleaned and guttering emptied and absent pipe work reinstated. The work on the external fire escape (from the kitchen) had been commissioned following the Parish Council's receipt of monies for the work.

Mr Davies enquired as the progress of investigations into the likelihood of building a new Town Hall. Coun Charlton replied that this was very unlikely due to the costs involved and the relative sale value of the existing facilities. That said, no formal valuation (other than for insurance purposes) had been requested or carried out and there was no written information relating to the likely cost of a new build scheme. Mr Wood stated that the cost of repairing the

Town Hall, relative to the building condition survey, remained unknown, despite the Parish Council's agreement to prepare a costed schedule in autumn 2018. Coun Charlton replied that the work had not been done as it was likely to be unaffordable. He confirmed that an agreement to produce this schedule had been overturned by the full Council. A proposal to write to the Chatsworth Estate, suggested by Coun Foster at the Village Forum, had not been pursued by the Parish Council.

After considerable discussion, it was agreed that Mr Wood would draft a letter on behalf of Trustees, setting out their concerns over the current position and suggesting appropriate action.

Action – Mr Wood to draft a letter to Grassington Parish Council for approval by the Trustees.

8. Correspondence received

The Secretary informed Trustees that a film had been made about the 1975 Dibbles Bridge coach crash and an Octagon hire request had been received which was regarded as a good local venue to screen the production (7th April). Trustees agreed that, as the subject matter was close to the heart of the community, a 50% reduction in the normal hire charge should be applied.

The Secretary requested that the stage curtains currently located in the Octagon, be taken down and returned to Mrs Mary Wilkinson, following her recent request. This was approved.

Mr Davies requested agreement to have the Town Hall's piano re-tuned, following a request from Mr Philip Grady, on behalf of Grassington Singers. It was agreed that the Town Hall would foot the bill if Mr Grady made the arrangements for the work to be carried out.

9. Arrangements for the Annual General Meeting

The Treasurer reported that some notices had already been prepared for the AGM, which would be held at 6.30pm on Monday 8th April 2019. Mr Wood asked the Secretary to ensure an agenda was drawn up and that the notes of the AGM, held in April 2018, be made available for attendees. He commented that the meeting would consider the finance report including the Annual Accounts and any statement or observations made, by the Auditor, regarding the accounts. Mr Wood indicated his willingness to remain as Chair but stated he would welcome any other nominations. He stated the position of Deputy Chair would also be available for election.

Mr Wood reminded Trustees that only those individuals (members) who had paid their annual (£5) subscription OR held a current prize draw subscription, would be eligible to vote at the AGM.

10. Any other business

i) Town Hall booking system and calendar

Mr Parry asked if there were plans to improve the use, functionality and visual appeal of the booking system and associated calendar. Mr Wood replied that this required some detailed IT input, linked to appropriate training to ensure that the Town Hall was able to administer the system appropriately. This would be a subject for the It and marketing group. Ms Barton asked for the group to be established and commence work as soon as possible, drawing in expertise as necessary.

Action – Mr Wood to ask Mr Tierney to establish the sub-group as soon as possible and to engage others in the work.

ii) Kitchen

Mrs Barton asked about the arrangements by which specific materials or equipment (e.g. fridge thermometer) could be ordered and put into place in the kitchen, following the recent training exercise on Food Hygiene. It was noted that all requests could be channelled through the Caretaker as he would be responsible for ordering and storage. Mrs Barton commented that she would be arranging for a reference document, prepared by the Food Standards Agency, to be copied and made available in the kitchen.

Action – Mrs Barton to order the necessary equipment/materials via the Caretaker and arrange for the FSA's reference document to be made available to all kitchen users.

11. Date and time of next meeting

The next meeting of Trustees will take place **on Monday 8th April 2019, immediately following the AGM.**

The meeting closed at 9.10pm.

DPW/VG 12th March 2019.