

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

**TRUSTEES**

**NOTES OF A MEETING HELD ON MONDAY 9<sup>TH</sup> MARCH 2020**

**Present:** David Wood (in the Chair)  
Mandy Clover Penny Clover (also Treasurer) Jean Slater

**Apologies:** Hanne Barton (holiday), Dave Tierney (family), Marion Field (illness) and Stephen Parry (away). These were noted and accepted by those present.

**1. Notes of previous meeting**

The notes of the meeting held on Monday 10<sup>th</sup> February 2020 were approved as a correct record.

**2. Action Sheet**

Trustees were asked to review and comment on the draft health and safety/risk assessment document circulated recently by Mrs Barton. After discussion and in light of the work which needed to be undertaken in the main stage area, it was agreed that the GDI should seek to have an asbestos survey undertaken.

*Action – Mr Wood to liaise with Mr Parry to identify an appropriate company to undertake the survey.*

It was noted that the ‘SLA,’ for the bookings work undertaken by Grassington Hub, had not yet been discussed.

**3. Matters arising**

**i) Spring/Summer brochure**

The new brochure had been produced and widely distributed in time for the first event. Trustees agreed that the brochure was an excellent piece of work and commended Simon Lomax for his contribution once again.

*Action – Mr Wood to check that Kettlewell had been included in the distribution.*

**ii) Membership**

A number of useful ideas had been put forward in relation to the establishment of a new membership offering under the terms of the CIO. It was felt that existing members should be identified and a new proposal put forward in the summer for implementation in September 2020. Details could be circulated with the brochure advertising the new season of events for 2020/21.

*Action – Mrs Slater to produce a working list of existing members and to lead the production of the new membership proposal, for consideration by Trustees as soon as possible.*

**iii) New event – ‘Posting Letters to the Moon’**

This event, to take place on Friday 3<sup>rd</sup> April 2020, had been arranged via Rural Arts and was now being advertised on the GDI website and on Ticketsource. A small number of volunteers had agreed to look after the event although no existing Trustee had indicated their availability to date. It was understood that the cost of the event was a 70% share of the ticket sales.

*Action – Mrs Slater to keep the ticket sales for this event under review and to seek other volunteers to staff the event as required.*

#### **4. Main Stage Gantry ('Fly Gallery')**

A report and follow up design work had been produced by a structural engineer to provide a solution to the gantry, which remained out of bounds. A final design and likely costs could be available before the end of March, following which appropriate organisations would be sought to undertake the work in accordance with the GDI's financial commitment. Trustees noted that the annual pantomime had gone ahead, despite the restrictions, and audiences appeared to have attended in good numbers and good humour. It was noted that the cost of some of the Town Hall space used for rehearsal had been discounted as a gesture towards the relative inconvenience of not having a full stage facility available.

#### **5. Annual Report and Accounts for 2019**

The draft annual report and accounts, for the unincorporated charity for the year to 31<sup>st</sup> December 2019, had been produced and signed off by a new external examiner. A detail note, relating to 'one off' expenditure on internal improvements, would be made available at the AGM. It was noted that, overall, GDI had made a small surplus of £662. Trustees confirmed their acceptance of the documents, which would now be taken to the AGM for approval. Once approved, these documents would be posted to the Charity Commission's website and would represent the closure of the unincorporated charity (registered charity number 249787).

#### **6. Annual General Meeting**

The AGM for 2019 would be held at 6.30pm on Monday 20<sup>th</sup> April 2020. Notices would be placed in accordance with normal practice. It was noted that three Trustees would step down at that meeting, although one (Ms P Clover) would assume a paid role as Treasurer for the foreseeable future. No new Trustees had been identified at this stage although one or two people may well come forward before the meeting itself. The format of the AGM would differ slightly to previous years in that there was no requirement for there to be an election to the position of Chairman. This would be left for the Trustees to decide in subsequent meetings.

*Action - Mr Wood to ensure that the AGM is appropriately advertised and documented.*

#### **7. Prize Draw**

The prize draw for March was undertaken after the meeting and the winner for March was Gail Wilson.

#### **8. Finance Report**

The accounts for February had been circulated along with details of unpaid bills and invoices for payment. Trustees confirmed their wish that outstanding bills be chased up and noted the invoices paid by GDI over the past month. The external examiner's fee (£390) for 2019's Annual Accounts was approved for payment. Two savings accounts had been closed in anticipation of a new savings account, with Santander, being opened. This process was in hand, with an application and deposit for the new account having been made on 9<sup>th</sup> March. 2020.

#### **9. Correspondence received**

##### **i) Trustee resignations**

A note had been received from Dr Jackson, on 18<sup>th</sup> February 2020, confirming his resignation as a Trustee with immediate effect due to pressure of other commitments on his time. Given Dr Jackson's involvement in other organisations in the village, including his chairmanship of Grassington Hub, his resignation was understood and accepted by Trustees. Mr Tierney had also written to confirm he would step down as a Trustee at the AGM on 20<sup>th</sup> April 2020. Trustees expressed their thanks for his contribution over the years and wished him well with his 'Men's Sheds' involvement. It was also noted that Ms M Clover and Ms P Clover would also

step down as Trustees at the AGM. Both however would continue to lead the stallholder liaison work for the Christmas Indoor Market as part of the village's Dickensian Festival.

#### **ii) Closure of the Dales Playschool**

A note had been received from the Dales Playschool Chair, asking about the notice requirements for the lease of the existing space. It was understood that the Playschool would close, for financial reasons due to lack of children, by 31<sup>st</sup> August 2020. No re-location or merger with another playschool would be taking place. Trustees expressed their sadness at the closure of the Dales Playschool and offered maximum flexibility to them in determining a final date for the lease.

*Action – Mr Wood to liaise with the Dales Playschool's Chair to agree a final date.*

Some discussion took place about the space which would be available for alternative use, including the potential for it to be of interest to Grassington Hub. It was noted that the lost income from rent would place a large hole in the GDI finances if an alternative lessee could not be identified.

*Action – Mr Wood to write to Dr Jackson, Chair or Grassington Hub, to invite any expression of interest.*

#### **iii) Coronavirus planning**

The current Government advice on the Coronavirus outbreak was discussed. It was noted that Grassington Festival's Committee had discussed the issue and would meet again before the end of March to decide whether the 2020 Festival should proceed. The GDI would be hosting several more events as part of its 2019/20 season and three of these would attract 50+ people to each of them over the next month. In the light of current advice, it was agreed that the events would still take place and ticket sales would not be refunded if the events took place. Clearly, if the source of two of the events (The Royal opera House in London) closed, the screenings could not take place and tickets would be refunded or, if appropriate, retained as valid for a later screening. The potential loss of Grassington Festival for 2020 would make a significant hole in the GDI finances for the year hence some financial contingency planning may be necessary in the spring.

### **10. Any other business**

**i) Mental Health Awareness week** – Trustees were informed that a series of events and activities, co-ordinated by Grassington Hub in conjunction with others, would take place during week commencing 18<sup>th</sup> May 2020 as part of MH Awareness week. Activities locally would focus on isolation and loneliness.

#### **ii) Octagon equipment**

Booth projection screens in the Octagon were reported as 'in need of replacement' and Trustees approved their replacement (likely cost c£1,000 for the two). Trustees also asked for a renewed quotation to be obtained for an update to the AV equipment in the Octagon. Any contribution towards the cost of this equipment would be looked at after purchase.

*Action – Mr Wood to obtain the necessary quotes and to progress the screen replacement.*

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

The next meeting of Trustees will take place **on Monday 20<sup>th</sup> April 2020**, immediately following the Annual General Meeting, in the Games Room.

The meeting closed at 8.50pm.