

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

TRUSTEES

NOTES OF A MEETING HELD VIA ‘ZOOM’ ON MONDAY 1st MARCH 2021

Participants: David Wood (in the Chair)
Hanne Barton Barrie Doyle
Marion Field Stephen Parry
Jean Slater

In attendance Penny Clover (Treasurer)

The Trustees expressed their sadness at the passing of Dr Andrew Jackson. It was noted that the funeral procession would take place on Friday 5th March 2021.

1. Notes of previous meeting

The notes of the meetings held on 1st February 2021 were confirmed as a correct record.

2. Matters arising

i) Games Room Project

The project had now been completed, following the installation of window blinds on 26th February. This new asset could prove attractive to a wider audience of potential hirers and whilst it was tempting to re-badge the facility as the ‘Conference Room’, it was felt that to do so may reduce future interest in the facility. All documentation, required by Yorkshire Dales National Park Authority, had been forwarded on 1st March 2021 and the grant income should be forthcoming soon thereafter. It was important that all Trustees and ‘technical’ volunteers take an interest in the operation of the new screen as they would be needed to give basic procedural instructions to future hirers.

ii) Caretaker’s Flat project

It was understood that a planning application would be submitted imminently. Some heavy stone lintels had been donated by Mr Hardcastle and it was hoped these could be incorporated into the project.

Action – Mr Doyle to bring a progress report when appropriate.

iii) Weather Camera

The ‘weathercam’ was now up and running. Access to the image was available via the app and Trustees were invited to install this on their personal devices. It was the intention to link the camera to the GDI website and those householders and business-owners, whose properties were shown in the camera image, would be contacted before this went live. The camera did not have recording activated but there would be the potential to do so in the future if permissions were sought and conditions met.

Action – Mr Wood to prepare an appropriate note to householders and business-owners in the view of the camera when the website is ready to go live.

3. Finance Report

The Treasurer had circulated the accounts for the year to date. Significant expenditure, on the ‘Conference Room’

project, had left a deficit in the February income and expenditure position but it was noted that YDNPA would be making a grant payment to cover a proportion of expenditure. £310 had been received from the sale of stage lamps and toilets and there could be a further £100 or so from the sale of stage pulleys.

4. Annual Accounts and AGM 2020

The accounts for 2020 had been received from the external examiner. These showed a deficit of £8,012 on the year to 31st December 2020. For presentational purposes, the accounts had been prepared to cover the period since CIO status had been approved i.e. from 15th October 2019 to 31st December 2020 inclusive. All income and expenditure, relating to the period 15th October 2019 to 31st December 2019 had been included in the final annual accounts of the unincorporated charity (Charity no. 249787). No comparison had been drawn to/with the 2019 accounts as the two organisations were legally separate. Trustees approved the accounts for formal recommendation for acceptance to the members at the AGM.

The Charity Commission had replied to a letter which sought clarification over the GDI's position on a lease or other legal agreement to operate the Town Hall. No restriction or condition had been placed on GDI as a consequence of there being no agreement yet in place. As far as the AGM was concerned, the Charity Commission had indicated, during a recent telephone conversation, that the prevailing Covid conditions would represent a legitimate reason not to hold the AGM within the 18 months timescale (from 15th October 2019). 55 members had responded to support the proposal that the AGM be held via Zoom. After some discussion, including the potential for the Town Hall to be back in operation by the summer, Trustees felt the AGM should go ahead, via Zoom at 7pm on Wednesday 7th April 2021. Technical support for the presentation and 'approval of resolutions' process would be provided by GDI member Mr Barton and it was hoped a rehearsal or test of the technology could take place in advance.

Action – Mr Wood to make contact with Mr Barton to put arrangements in place for a technical run through.

5. Strategy for fund-raising

A short paper had been circulated setting out a proposal for fund-raising in the future. Linked to the Business Plan, projects and subjects requiring external funding support, would be drawn up and these would then be matched against an identified funders list. A draft list had been circulated and it was suggested this could be kept updated, to include the likely dates on which bids would be welcomed. A record of the GDI's bids would also be drawn up (a draft is in place for grants and organisational donations from April 2020). It was noted that the proportion of bids which were successful, typically, was around 5% and this would be lower due to greater 'competition' for funding during recent months.

It was suggested that a bid team could be established, comprising Trustees and volunteers. Trustees felt that a specific request be set out in the next members' newsletter, asking those with interest or experience in preparing fund-raising applications to come forward to join the team. The current members list would also be circulated to Trustees to attempt to identify specific people with known fund-raising experience.

Action – Mr Wood to include a call for contributions to the bid application team in the next Members' Newsletter and to circulate the current members list to Trustees.

6. Water ingress – repairing the flat roof above the foyer

Four contractors had been given access to the roof but only one, to date, had produced a costed estimate. An appropriately-experienced member of the Parish Council, Councillor Egan, had been present on one occasion and his input had proved very useful. As a consequence, there appeared to be a jointly-held view as to what needed to be done. Trustees agreed that it was essential that a second estimate was obtained before the project could be discussed with Grassington Parish Council. Once this second estimate was received, a meeting could then be established to enable an action plan to be developed. The considerable time taken to show contractors around and to discuss potential solutions was acknowledged.

Action – Mr Doyle to follow up the fourth contractor for an estimate. Thereafter, the process by which the project is discussed with GPC representatives will be agreed.

7. Forward calendar and events for Quarter 2

A mandatory training session for Grassington Dental Care staff will be the only event in the Town Hall in March. A potential booking, by the production team for 'All Creatures...' in April had not yet been confirmed and it was likely, given the covid-related restrictions, that this would be the only booking in April. Thereafter, bookings remain by Grassington Players for a possible June event, the Arts Club and fitness classes could return from May and Grassington Festival may be considering a delay until July 2021. A possible wedding booking had now been cancelled (September) but two others may be booking for 2022.

More2Screen had been contacted to establish what options existed for re-scheduled, Blu-ray events and new, 'live by satellite' performances from the Royal Opera House.

8. Email addresses, website and GDI disclaimer

All Trustees had now started to use the 'grassdevinst' email address for official correspondence, however the logo-based disclaimer was proving a little difficult for everyone to employ.

The website was undergoing a total overhaul and Trustees were urged to sign up to the website's 'Trustees-only' area, as this was where key documents and ideas for the new site would appear. Those experiencing difficulty with sign in were encouraged to contact Mr Wilson.

Action – Mrs Barton to circulate any helpful details which would allow Trustees to set up the logo-based disclaimer. All remaining Trustees to set up their website access passwords.

9. Removal of GDI (Charity no. 249787) from the Charity Commission's Register

The unincorporated charity had now been officially removed from the Charity Commission's register. The charity had first been established on 12th January 1970 and had been removed from the register on 16th February 2021.

10. Membership Publicity

The new publicity leaflet, designed with the assistance of Mrs Doyle, was now ready for approval. Trustees indicated their support for the leaflet which would have a 'shelf-life throughout 2021 as there were no events advertised therein. Trustees approved the cost of printing (2,000 copies and folded) of £164 and agreed that a plan for distribution should be made as soon as possible.

The website address included in the leaflet would remain for the year, to avoid any potential confusion.

Action – Mr Parry to arrange printing and prepare for door-to-door distribution in the eligible membership area, engaging Trustees and volunteers as appropriate.

11. Prize Draw

The winner of the monthly draw was Audrey Dodge (Member number 20-093).

12. Any other business

i) Flower tubs at the Town Hall

Representatives of Grassington in Bloom had been approached about preparing and maintaining the tubs at the Town Hall. Whilst no formal decision had been made, it looked likely that this new arrangement could be made.

ii) Corridor store cupboard

The corridor cupboard had been tidied, allowing Grassington Singers some storage space which would facilitate their move to the Town Hall as a meeting/rehearsal space. Trustees thanked Mr/Mrs Parry for their contribution and for selling some of the redundant items on behalf of the GDI.

iii) Dickensian 2021

A question was asked about the Dickensian Festival for 2021. No communication about this had been received.

Action – Mr Wood to contact the Dickensian Committee to establish whether any decision on the event had been made for 2021.

13. Date and time of next meeting

The next meeting of Trustees will take place, via 'Zoom', at 10am on **Tuesday** 6th April 2021.

DPW
1st March 2021.