

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 14th May 2018

Present:	Trustees	Graham Davies in the chair	
		David Garland	Mandy Clover
		Penny Clover	Andrew Jackson
		Rob Gower	
		Hanne Barton (after election as Trustee)	
	Secretary	Val Giles	
	Treasurer	Angela Beetham	

Jean Slater attended as an observer throughout.

1. Apologies Bob Kendall, Rob Charlton, Marion Field, Gail Wilson, David Wood, Dave Tierney.

2. The notes of the meeting held on Monday 9th April 2018 were approved as a true record proposed Rob Gower, 2nd Penny Clover.

3. Matters arising

i] Door Locks and Taps

Dave Garland reported that all door locks have now been made secure. The water control unit has been purchased and installed but does not work. At present no water flows through the system. It was agreed again that a single tap should be purchased and fitted to assess its performance.

Action: RG and DG to get the water control unit working, or disconnected and revert to the original system, so toilets can be flushed again. A single tap to be purchased and fitted.

ii) Fire Risk Assessment

We await the fire risk assessment which was undertaken w/c 7th May. The risk assessment bill is much bigger than anticipated due to the size of the building, but we have agreed to pay the increased cost and we will receive a written report in the near future. The report will highlight what we need to do to bring the building in line with all legal requirements, but it is anticipated that it will identify the Training of Fire Marshalls, increase evacuation signage and the need to develop evacuation drills and procedures. We will then need to explore and develop the drills and procedures with the Playschool staff as part of the proof required that we are responding to the Risk Assessment.

Action: After receiving the report, agree all actions required and implement with immediate effect.

All Trustees

iii] Glass/Dishwasher:

We are to keep the Dishwasher already in the kitchen for dishes only. DG and RG to provide recommendations and costings for the purchase of a new Glass washer to including all electrical/plumbing costs for the installation.

Action: RG and DG to provide a proposal for a new machine, plumbing and wiring costs at the June meeting.

iv] Glasses in the bar:

Due to the absence of RC this matter was deferred till next month.

Action: RC to provide an updated situation report at June meeting

v] Stage Lighting:

We are to establish if the Parish Council have ordered the new lights. AJ has met with John Jameson who has advised that the Light Dimmer Control Board is close to the end of its life. The cost of replacement would be in the region of £5,000, No decision to get involved with this replacement was made.

Action: RC and BK to report back at the June meeting to confirm that an order for the lights has been placed.

v] Membership:

In the absence of KG this matter was not discussed.

Action: KG to discuss the existing status of Memberships, including names, numbers and payments at the next meeting in June

vi] Octagon flooring:

Decision deferred until we can get expert advice on the acoustics.

Action: GD to obtain some independent advice re acoustics to determine which is best i.e. soft or hard floor, given the uses the Octagon will be mainly used for in the next 10 years.

vii] Brass Band event:

After a brief discussion it was apparent there was a group of Trustees who wished to make a contribution to the event organisers from our Bar profits, should the event run at a loss. It was also agreed that if the event broke even or made a profit, there would be no need for a contribution from the Trust.

Action: We will need to establish on or after the event, what the ticket sales were in total.

Jean Slater has been requested to provide the sales data.

4. The election of Hanne Barton as new Trustee:

A show of hands unanimously voted to welcome Hanne Barton as a Trustee.

5. Prize Draw:

1st prize David Wood £21.60, 2nd Andrew Jackson £10.80, 3rd Jonnie Jowett £5.40
Andrew Jackson was presented with a cheque for his winnings.

Action: AB to arrange the payments to D Wood and J Jowett

6. Financial Report:

The Treasurer reported that the Village Hall insurance bill of £388.66 is due, and it was agreed to pay this as it covers Public Liability, legal costs and other insured matters.

Action: Treasurer to pay the outstanding invoice, obtain the relevant Certificates and put copies on the Notice Board in the Reception area of the TH.

7. Update on Lease Discussions with the Parish Council:

GD reported that there had been no further meetings with the PC, but a full survey had been agreed to be commissioned by the PC. The survey is due to be undertaken over a 3 day period, w/c 14th May, with the report expected sometime soon afterwards.

GD explained that when the survey does arrive, a detailed study of its implications will be required, along with some detailed estimates of costs involved to undertake the work identified.

Action: No action required until the Survey Report arrives

8. The Opera and Shakespeare Season and other Satellite Screenings:

It was agreed to leave the choice of programmes for Opera and Shakespeare, and the relevant dates to DT and GD who are working closely with a 'Task Force' of helpers and volunteers.

The Trustees approved a price increase from £12 to £15 per ticket for Opera screenings, and to apply a concessionary rate to over 60s and students and this will bring the price back to £12.50, an increase of 50p per seat.

Action: DT and GD to liaise with the Secretary to make the event bookings.

DT to liaise with the volunteers and helpers to organise staffing requirements on an event by event basis.

9. Draft Business Plan:

This was approved in full without modification or change, by all Trustees.

Action: At the June meetings and beyond, the actioning of the various programmes of activity to be discussed and agreed

10. New Computer System:

As DT was unable to attend the May meeting, it was proposed that a separate meeting should be set up to just review the proposed computer system we should use.

Action: DT to propose 3 dates for this review, so Trustees can select a date that suits the majority.

11. Village Forum:

AJ addressed the meeting and reported that a recent informal meeting had been called, with representatives from The Hub, The Grassington Festival, Grassington in Bloom, Chamber of Trade, the Dickensian team, the 40's weekend team, Town Hall and Parish Council. There was a successful outcome with a good response from the local groups. The Hub indicated they may have access to funding. A list of ideas that could be implemented with the aim of driving more tourism to the village was started, and a further meeting will be set up for some time in June. This next meeting will probably discuss a structure and process for taking matters forward.

Action: It is left to AJ to liaise with all interested groups to arrange a next meeting

12. Events:

The City of Bradford Brass Band, is making its third visit to the village and the fact that they will be back in December we will keep an eye on ticket sales to see how successful this event is in May. Later when all sales performances are known, we should decide whether to keep our booking for December or change it for some other event. The Caretaker has been asked to run a bar for both the Brass band and the Jazz and Blues event.

Action: GD to arrange a float for both events to enable the Bar to run. GD to brief the Caretaker on the purchase of drinks for the Bar. Event Control sheets to be completed for both events to account for purchases, sales, stocks and floats.

13. Wine and Artisan Food Festival:

A new Festival was proposed by GD that is designed to be held in late April 2019 and then annually after that. The proposal is to run a Wine tasting day on a Friday, organised

by Jackie Sugden, an Artisan Food Festival on the Saturday, organised by the Trust, followed by a Farmers Market on the Sunday.
By holding the event in April, we would be the first town/village to hold the event in the 'season' of food festivals, it will be at a time when there is nothing much going on in the village, and will support the new aspirations of the wider village to drive tourism back into the village.. It was hoped that as the planning evolved it could include the marketing of overnight stays at the hotels, B and B's and guest houses. This concept was approved.

Action: GD to start the planning in June 2018 and will be looking for help in this area. GD will ask DW to inform other groups in the village of our intentions and plans.

The Supper Club Proposal:

This was a suggestion to run, say twice a year, a chance to dine at the TH and then see an event.

This was discussed and even though the proposal was of zero risk to the TH, and all work and risk would be carried out by the chosen outside caterer (a selected village food business) it was not approved.

Action: GD to advise The Corner House Café who had created potential menus for events, that the idea was not approved

14. Correspondence:

The Tony Gothard letter of resignation was read to the meeting, a letter of thanks for all his hard work has been sent. DG also asked that these thanks be noted in the Minutes.

Annabel Wright has enquired regarding booking of the Games Room during school term times in early evening on Mondays, to run a Brownies Troop. The Trustees agreed to relocate to the Ladies Room or Octagon Theatre if and when necessary.

Action: VG to advise Annabel Wright of the outcome

AOB:

i)The meeting was reminded that the coffee morning on 30th June needs volunteers and lots of bottles for the tombola.

MC also reminded everyone that we need around 300 general tombola prizes for the Dickensian weekends.

Action: All contributions of prizes to be passed through to MC and PC.

ii) The Future Role of Trustees:

Trustees were reminded of the discussions to take place at the June meeting and were asked to forward any comment on this paper from DW, by telephone or in writing to the Chairman before the end of May, ready for discussion at the next meeting.

Action: All Trustees

iii) Fees and Charges:

A review of fees and charges to be made comparing Room Rates with our local competitors. At the end of the review, a proposal to be developed and circulated to all Trustees for consideration.

Action: VG/AJ/GD to organise the research and document their findings.

iv) Next meeting:

This is set for 4th June at 7pm in the Games Room.

At the end of the meeting, VG & AB will be asked to leave while Trustees discuss the remuneration of the Secretary, Treasurer and Caretakers in private session.

Action: All Trustees

The Treasurer will be away on holiday for 1 week from 16th May & GD away for 1 week from 19th May

There being no further business the meeting closed at 8.45pm

GD/VG