

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON TUESDAY 7TH MAY 2019

Present: Trustees David Wood (in the Chair)
Hanne Barton Rob Charlton
Mandy Clover Penny Clover
Marion Field Andrew Jackson
Bob Kendall Stephen Parry
Lisa Roddis Jean Slater
Dave Tierney

Secretary Val Giles
Treasurer Angela Beetham
Observer Barrie Doyle

Apologies Dave Garland

1. Notes of previous meeting

The notes of the meeting held on Monday 8th April 2019 were approved as a correct record.

2. Action Sheet

There was nothing new to report from the Action Sheet.

3. Matters arising

i) Main Hall Event - Sarah Collins and Keep the Faith

Mr Parry reported that further advertising of the event had taken place including at the Rolls Royce Cub in Barnoldswick. An interview, with Sarah Collins, had been scheduled for Radio York and it was hoped a more local station would follow suit. Mrs Field reported she had initiated a Facebook boost that evening, which had already been seen by almost 200 people. Mrs Slater confirmed that existing bar stocks would be taken into account when preparing for the evening and it was noted that Will Binns should be OK to manage the service. Volunteers (Trustees and/or other likely helpers) for the event should now send their availability to Mrs Slater to allow her to prepare a staff rota.

Action - All Trustees to continue to promote the event and to provide their availability to assist on 25th May.

ii) Fire Risk Assessment Action Plan

Mr Garland had confirmed that no quote had yet been received for the new fire doors for the kitchen area. He had also confirmed that Keybury would be providing a quote to install a smoke detector under the Snooker Room floor, linked to the fire alarm system.

Mrs Barton informed the group that Mr Garland had designed and installed room-specific evacuation and fire-fighting equipment plans which provided specific details for hirers and users of every area of the building. Trustees thanked Mr Garland, in his absence, for this detailed piece of work.

Some comments had been received from existing and potential hirers regarding the newly-adopted evacuation policy, which required immediate evacuation of the premises on hearing the alarm (other than in the case of a routine test). Mr Wood reiterated that the matter had been raised with North Yorkshire Fire and Rescue Service and the recently-approved policy was totally in line with their advice and

expectations. The Caretaker would be fully supported in the event that there was any dispute regarding the policy with users or hirers of the premises. The policy was part and parcel of the conditions of hire and would be issued to all hirers.

Action - The Secretary to make every hirer aware of the evacuation policy as part of the conditions of hire.

iii) Upgrade to sound systems

Mr Wood confirmed that he had notified Mr Jameson of the Trustees' willingness to contribute significantly to a sound system upgrade to both the Main Hall and Octagon. Mr Jameson had welcomed the news and, whilst it would be after the summer Festival before he could give this his full attention, he felt a similar contribution from the community could attract matched funding from elsewhere. The item was added to the action sheet to follow up in July.

iv) More2Screen Products

Mr Wood reported that, following communication by Mr Tierney and himself with the company, it had been agreed that a Bluray-format programme of events could still take place using More2Screen products in the future. Mr Tierney had initiated a firmware update to the existing equipment and its functionality would be kept under review. As such, the potential to screen 'Wise Children' in the autumn, remained a possibility.

Action - Mr Wood to discuss the date options and marketing arrangements for 'Wise Children' with the Octagon technical volunteers.

4. Arrangements to cover the roles of Booking Secretary and Treasurer

Mrs Barton had produced a draft Service Level Agreement (SLA) on which Trustees had been invited to comment, relating primarily to the Booking Secretary role. Following receipt of the Treasurer's letter, informing the group that she intended to step down later in the year, some initial ideas regarding tasks to be performed had been added to the document. After some discussion, it was agreed that discussions should now be opened, with Angie Dalton, Grassington Hub Manager, to ensure there was common understanding as to what needed to be done (Mr Doyle confirmed that this was acceptable in his capacity as Chair of Grassington Hub). An option to 'employ' someone to undertake the role of Treasurer would not be ruled out until or unless it was proven that the Hub could not provide the services required.

Mr Wood confirmed that GDI would pay an agreed amount of money for these services over a period of time but, in the event of a future merger of the GDI with Grassington Hub, no money would change hands. He suggested that both the Treasurer and Secretary meet with himself and Mrs Barton to start the process of handover in June.

Action - Mr Wood to make arrangements for the process of handover. Mrs Barton to start dialogue with Grassington Hub.

5. Merger and co-location with Grassington Hub

Mr Wood had circulated a draft copy of a Heads of Agreement document, which set out the aspirations of a merger and co-location with Grassington Hub. He confirmed discussions which he had held with Mr Doyle, had produced this jointly-acceptable document and Mr Doyle confirmed that Grassington Hub's Trustees had unanimously approved the Heads of Agreement at their meeting on Wednesday 1st May. Mr Doyle stated that there was concern that the library facility had not been explicitly referenced in the document but it would certainly be the intention to retain and expand such facilities in a co-located solution.

Mr Doyle reported that an external consultant had been commissioned, with help from a contact at North Yorkshire County Council, to provide advice on the merger issue, which would see the establishment of a single new entity.

Ms M Clover enquired as to why there had been a change of heart regarding co-location (i.e. Grassington Hub's services being offered from a Town Hall venue). Mr Doyle replied that there was an increasing sense of the need to work together as a community. Whilst Grassington Hub provided a range of services to the community, it had no ability to expand in its current, rented accommodation. It would be impossible to expand the library and hence the only publicly-owned building in the village would make a sensible base for this and other services in the future. The Town Hall, in return, would benefit from 'manned' office and other services which would reduce or avoid duplication of effort around a wide range of administrative and financial systems and processes. As such, there was a mutual benefit in merging and co-locating at this time although, as far as co-location was concerned, there was a need to 'own' the property being developed.

Coun Charlton reported that the legal team at Craven District Council currently had the deeds for the premises and had just produced a written opinion on ownership and related issues which would now be ready to come back to the Parish Council.

Ms Clover requested a formal vote on the acceptance or otherwise of the Heads of Agreement as drafted. Following a show of hands, (excluding the Grassington Parish Council nominees) the Heads of Agreement were unanimously approved and Trustees asked for the process of due diligence, including a review of financial matters, to commence as soon as possible.

Action - Mr Wood to arrange for signatures to the HoA document and to commence the process of due diligence.

Mrs Slater and Mrs Roddis left the meeting at this point.

6. Accident Report

Mr Wood provided details of an accident sustained by a member of Grassington Singers in April. Mr Garland had produced an accident report and this was available for inspection. Some remedial action (notices and installation of a 'maintained' lamp over the stage steps) had been taken but it was felt that this was a belt and braces response to an incident, rather than a response to an omission on the part of the Town Hall. It was noted that whilst the person sustaining the accident had been bruised and shocked by the fall, he was recovering well.

7. Dickensian Festival

Mr Wood reported he had attended a meeting of the Dickensian Festival Committee on 29th April, at which a request had been made for the Town Hall to provide volunteer input to traffic management (of Town Hall stall holders and the top barrier of the road closure) for all four days of the festival. This was agreed. Discussion took place regarding the financial contribution, made annually by the Town Hall to the Dickensian Festival. Whilst five years ago, this had been only £250, the last three years had seen a £1,000 contribution. Mr Wood suggested this could be increased for 2019 and Mrs Barton added that the contribution could be the larger of £1,000 or 10% of net profits for the Town Hall, when calculated after the event. Coun Charlton commented that the contribution could be conditional upon the reinstatement of a 4th First Aider (the Dickensian Committee had stated it would reduce the figure to 3 to save some money). However, it was felt the Dickensian Committee should determine whether to do this following confirmation of their funding for the 2019 event.

After some discussion, it was agreed that the 2019 contribution should be £1,435. From 2020 and until further notice, it was agreed that the contribution would be the larger of £1,000 or 10% of net Dickensian profits, a sum to be advised by the Treasurer.

Action - Mr Wood to write to the Dickensian Committee to inform them of the agreed action and to request an invoice for the agreed sum for 2019.

8. Future of the Town Hall

This item was considered at the end of other business. A letter dated 1st May 2019, had been received from Grassington Parish Council, in reply to Trustees' letter dated 18th March 2019. Mr Wood asked Counc Charlton or Kendall if they wished to say anything before they withdrew from the meeting. Coun Charlton gave some brief background and provided some answers to initial questions before he and Coun Kendall left the meeting.

Trustees had seen a copy of the letter in advance of the meeting and decided, given the lack of information regarding the deeds and legal opinion, not to prepare a full response at this stage. It was agreed that Grassington Parish Council should be asked to provide a copy of the 2018 Building Condition Survey, within 7 days, to enable detailed consideration to be given to the potential cost of bringing the exterior of the premises into a good state of repair.

Mr Wood reported that he had lodged a formal request with GPC, in both his capacity as a resident and as Chair of the GDI Trustees, to see the deeds and associated documentation and the legal opinion report from Craven District Council. This had been acknowledged.

Action - Mr Wood to request a copy of the building condition survey in accordance with the time scale stated.

9. Prize Draw

The prize draw winners were confirmed as 1st P Jacques, 2nd A Wilson, 3rd H Barton. Mr Tierney informed Trustees that there was a small number of participants remaining in the draw and felt that renewed publicity for the draw should not take place until or unless there was an opportunity to combine fund-raising with Grassington Hub. This was agreed. In the meantime, and subject to notifying all current participants, it was agreed that there would be only one prize per month (combining the prize money of the current three prizes).

Action - Mr Tierney to inform all existing prize draw participants of the intention to reduce the number of prizes to one with effect from May 2019.

10. Finance Report

The Treasurer stated she had not yet met with the Parish Clerk to consider the potential overlap in the insurances for the two organisations. This would be followed up as soon as possible. Trustees noted that over £1,000 remained outstanding from hires and the Secretary was asked to chase these up accordingly and to inform Mr Wood if there were any 'issues' arising.

The Treasurer reported that year end P60's had been issued and pension contributions increased according to legal requirements. The issue of banking, post-closure of the village's branch of Barclays, remained outstanding but some clarification would be sought from the Post Office.

£1,000 had recently been received from the organisers of the Wharfedale Beer Festival and messages of thanks had been sent to them.

Action - The Treasurer to resolve the issues relating to banking and insurance and report progress to the next meeting.

11. Events

The Secretary reported that an approach had been made by 'Fallen Stars' to run an event at the Town Hall. Dr Jackson agreed to make some further enquiries before a decision was taken whether to accept a potential booking. The Secretary reminded Trustees that the annual coffee morning would be held on Saturday 20th July 2019 in Church House. It was agreed a bottle tombola, raffle and, possibly, an auction could be held to raise additional income over and above the sale of refreshments and cakes.

Action - All Trustees to consider how they can contribute to the event and to notify the Secretary regarding contribution and availability.

12. Correspondence received (not discussed at the meeting)

i) Letter from Miss A Beetham

Mr Wood had received a letter from the Treasurer, Miss Angela Beetham, dated 18th April 2019, in which Miss Beetham formally stated her intention to leave her position. This had been acknowledged and distributed to all Trustees for their information, although the action required had previously been agreed at the extraordinary meeting of Trustees on 15th April 2019.

13. Any other business

i) Bar store cupboard

Mr Tierney requested permission to ask the 'Men's Sheds' group to build a cupboard (or appropriate shelving) to improve the storage and security of produce stored in the cupboard on the rear corridor. Trustees welcomed the idea.

Action - Mr Tierney to progress the idea with 'Men's Sheds'.

14. Date and time of next meeting

The next meeting of Trustees will take place on **Monday 10th June 2019, at 7pm in the Games Room.**

The meeting closed at 9.30pm.

DPW 9th May 2019.