

**GRASSINGTON DEVONSHIRE INSTITUTE**  
**TRUSTEES**  
**NOTES OF A MEETING HELD ON MONDAY 12<sup>TH</sup> NOVEMBER 2018**

**Present:** Trustees David Wood (in the Chair)  
Hanne Barton Rob Charlton  
Mandy Clover Penny Clover  
Graham Davies Marion Field  
Dave Garland Andrew Jackson  
Bob Kendall Dave Tierney

Treasurer Angela Beetham

**Apologies** Jean Slater, Val Giles, Secretary

**1. Notes of previous meeting**

The notes of the meeting held on Monday 1<sup>st</sup> October 2018 were approved as a correct record.

**2. Action Sheet**

i) Electronic booking system - Mr Wood thanked Mr Tierney for arranging the event on 29<sup>th</sup> October, to discuss the Trust's use of IT. The actions identified would be taken forward by a sub-group.

**3. Matters arising**

i) Sub-group development

Mr Wood referred to an earlier paper relating to the role of Trustees. He asked Trustees to align themselves to one or more sub-groups of the Trust which, in turn, would make periodic reports to the main, monthly meetings. Each of the sub-groups would be asked to develop their agendas, with a steer from the main group and would have the ability to co-opt volunteers and expertise as appropriate. The work of the groups and their written or verbal updates to the main meeting should considerably reduce the length of the main meetings.

The sub-groups, together with an initial suggestion of Trustee allocation, were as follows:-

*IT, Communications and Marketing* - Dave Tierney, Marion Field

*Events development and scheduling* - Graham Davies, (Mandy Clover, Penny Clover for Dickensian)

*Developing the hirer policy handbook* - Hanne Barton, Andrew Jackson

*Membership Development* - Jean Slater

*Building Maintenance* - Dave Garland, Stephen Parry

*Kitchen and Bar Management* - Lisa Roddis

*Action - All Trustees to consider the proposed sub-group allocations and decide which group(s) they wish to join.*

ii) Asset Register

Mrs Barton informed the group that some preliminary work had been undertaken to identify precisely what was required by the Council's Insurance Company. After a telephone conversation, it was confirmed that the Trust did not need to produce an itemised list, but did need to produce a figure for total replacement value. However, for the Trust's use, it was felt that assets of £100+ in value should be recorded and,

if possible, photographed with the information retained on file. Each piece of equipment would require its 'owner' to be identified (it is known that some items, under private ownership, are stored in and loaned to the Town Hall). Mr Tierney asked that the Caretaker's possessions be taken into account although it was likely that a separate, domestic insurance policy may be needed in this case.

*Action - Mrs Barton and Dr Jackson to undertake the asset survey and develop the register accordingly.*

#### **4. Election of Trustees**

Mrs Lisa Roddis and Mr Stephen Parry had expressed their interest in joining the Trust as Trustees. Mr Parry had produced a written note to introduce himself to the group, whilst Mrs Roddis gave a verbal resume at the meeting. Trustees present unanimously supported the 'applications' and both were elected onto the Trust. Their suggested allocation to the sub-groups is recorded above. Mr Wood welcomed Mr Parry and Mrs Roddis to the Trust.

#### **5. Fire Action Plan**

The Fire Action Plan had been updated and circulated prior to the meeting. Mr Davies commented that a quotation of £880 had been received from J. Rymer for two replacement fire doors to the kitchen (from the foyer and to the external porch). Mr Garland asked whether a third door may now be required to the cupboard in the main foyer, which housed electrical installations and cleaning equipment. If this was the case, then a smoke detector, linked to the alarm system, may also be required. Mr Garland stated he had received a quotation from Keybury for the works to be undertaken on the advice of North Yorkshire Fire and Rescue Service (following a visit on 10<sup>th</sup> October) and this, plus other work identified could cost £5k, with a further £1.5k to bring the alarm system up to L1 standard. Trustees discussed the various options and approved the quotation for installation of two fire doors in the kitchen. Mr Garland asked for some time to consider the other works but Trustees felt that, as a minimum, the additional detectors requested by NYF&RS should be installed.

*Action - Mr Davies to instruct J. Rymer to install the fire doors to the kitchen and Mr Garland to produce a list of essential works, taken from the Keybury quotation, and seek approval from the group before the next meeting.*

#### **6. Prize Draw**

The prize draw winners were confirmed as 1<sup>st</sup> Cathy Parry, 2<sup>nd</sup> Penny and Mandy Clover, 3<sup>rd</sup> Jean Stubbs.

#### **7. Finance Report**

The Treasurer presented her report. She queried a Hub invoice which appeared to be charging for the use of a projector. Dr Jackson agreed to raise this with the Hub. Invoices relating to Oldfield Electrical (one invoice to be queried as a potential duplicate), More2Screen and Craven District Council (Premises Licence) were approved. The Treasurer confirmed that no recent invoice had been received from the Globe Theatre. A letter had been received from TV Licencing, suggesting that the Town Hall was to be investigated for not having a current TV licence. Trustees confirmed that there was no requirement for such a licence but agreed that the Caretaker should have such a licence for his own personal TV service.

*Action - Mr Wood to inform the Caretaker that he needs to make his own arrangements to obtain a TV licence for the flat.*

#### **8. i) Dickensian Festival**

Ms M Clover informed the group that a rota for stewarding, kitchen and tombola had now been produced. Copies were circulated. Table set up and moving times had

been determined and a small team of people would be required for this work, co-ordinated by Coun Charlton. A traffic management rota was also presented.

The Town Hall will be decorated by a team of Trustees and volunteers from 10.30am on Tuesday 27<sup>th</sup> November. Ms Clover stated that a considerable number of additional tombola prizes were required. These could be forwarded to the Secretary or left at the Town Hall with the Caretaker. Stallholders and event cancellation insurance would be investigated by the Treasurer and, if necessary, renewed as soon as possible.

Ms Clover commented that the kitchen could do with some additional, straight-sided mugs and a new, under-counter fridge was needed as the old one was unusable in its current state. Mrs Barton agreed to co-ordinate an appeal for mugs and Trustees approved the purchase of a new fridge.

Mrs Roddis asked about food hygiene training for those involved in the kitchen and stressed the importance of understanding the source of food and any allergens which may need to be brought to the public's attention.

Some discussion ensued regarding the degree to which the traffic order would be enforced across the front of the Town Hall leading to Low Lane. Mr Wood reported that he would be attending a meeting, on the subject of traffic management and other Dickensian issues on Monday 19<sup>th</sup> November, and he would inform Trustees of the decisions made.

*Action - Ms Clover to ensure all Trustees and volunteers are aware of their duties and the timing thereof. Coun. Charlton to co-ordinate a team to set up, move and dismantle tables according to the required schedule. Ms Clover and Mr Wood to arrange the purchase of a new fridge for the kitchen. The Treasurer to investigate the insurances which may be necessary to cover the Town Hall in the event of an accident or event cancellation and renew as appropriate. All Trustees to contribute to the dressing of the Town Hall prior to Dickensian.*

#### **ii) City of Bradford Brass Band**

Mr Davies reported that this event had now been comprehensively publicised with almost 90 tickets sold to date. A schedule of work to be undertaken at the event would be developed and circulated as soon as possible.

#### **iii) Other events**

Mr Davies asked Trustees if they would support the potential showing of two Oscar Wilde plays in the new year, subject to getting support for the technical side of the production. He also reported that Mr Andy Thornton had been approached to develop a series of events which would take place between the main Festivals and seasonal activities in the Town Hall. Various ideas would be considered to ensure variety and diversity of audience.

*Action - Following Trustees' approval, Mr Davies to contact volunteers to seek support for screening two Oscar Wilde plays.*

### **9. Correspondence received**

Mr Wood reported that a written complaint had been received from a resident on behalf of the FitSteps class, which had been cancelled on 25<sup>th</sup> October due to a need for Grassington Players to access the Main Hall. Whilst it was understood that the class leader had been contacted and appeared to understand the need for cancellation, this had taken place around two hours before the class was due to take place.

*Action - The Secretary to provide a written response to the complainant.*

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

#### **i) Gas Contract**

Mr Wood reported that a new three year contract has been agreed with CNG (the Trust's current gas supplier) for the supply of gas. This would commence in February 2019.

**ii) Craven District Council support and the Hallmark scheme**

Mr Wood asked all Trustees to complete the short questionnaire, received from Craven District Council, which set out the kind of training and information leaflet support that could be offered to Town and Village Halls. These completed questionnaires should be returned to Mr Wood for compilation of a Trust response to CDC. Trustees were also invited to consider the Hallmark (quality) scheme for Village Halls and inform Mr Wood whether they would support this being progressed for the Town Hall.

*Action - All Trustees to submit their completed questionnaires and comments on the Hallmark scheme to Mr Wood before Christmas.*

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

The next meeting of Trustees will take place at **7pm on Monday 14<sup>th</sup> January 2019.**

The meeting closed at 8.30pm.

DPW/VG

14<sup>th</sup> November 2018.