

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 11TH NOVEMBER 2019

Present: Trustees David Wood (in the Chair)
Hanne Barton Mandy Clover
Penny Clover (also Treasurer)
Marion Field Jean Slater

Apologies: Andrew Jackson (rehearsal), Dave Tierney (holiday), Rob Charlton (other meeting) and Bob Kendall (rehearsal). These were noted and accepted by those present.

1. Notes of previous meeting

The notes of the meeting held on Monday 14th October 2019 were approved as a correct record.

2. Action Sheet

i) Membership – Trustees agreed that a new proposal for membership would be produced in the first quarter of 2020, ahead of the AGM. This could be publicised in the new events brochure which would need to be ready in February. It was noted that some erroneous details regarding the cost of membership would now be deleted from the Town Hall's website.

Action – Mrs Barton to arrange the amendments to the website and Mrs Slater to consult colleagues on the terms of a new membership offering.

ii) Bookings – Grassington Hub had now commenced work on producing a new booking system, based on Skedda, and had deleted the previous version from the Town Hall's website. The existing, temporary arrangement for dealing with bookings would be maintained until January, at which point it was anticipated the Hub would be able to take over. An information sheet, including details of capacity, licences etc would be drawn up and made available for the Hub's volunteers and a booking sheet would be agreed in the near future. It was felt that the Hub may also be able to use the system to invoice customers but this had not yet been confirmed.

Action – Mrs Barton to continue to act as 'Bookings Secretary' until Grassington Hub is able to take over.

3. Matters arising

i) Interior redecoration

All of the planned work, to improve the Octagon's lighting, had now been completed and invoices paid. Trustees felt this had significantly improved the ambience for events in that area. It was reported that the 'stage' curtains in the Octagon, currently on loan, could be retained until or unless they were deemed necessary to replace, in which case they would need to be returned to their owner. The curtain rail would need some attention.

Two quotations had been received for the flooring scheme in the gents' and ladies' toilets. It was agreed to accept the cheaper quotation, from the Carpet Company, which would replace the existing flooring (including under-boardings) with a new, non-slip material. The work could be carried out during week commencing 25th November and, after some consideration, this was agreed.

The toilets would be redecorated during week commencing 18th November, based on the quotation accepted at the October meeting. A new radiator and taps would be installed in the ladies' toilet and Trustees expressed a wish to resolve the issue of the cubicle which regularly caused flooding and flow issues.

The proposed new fire doors for the kitchen had been measured up by B. Rymer and a quotation was anticipated in the coming week.

Action – Ms M Clover to confirm that the timescale for works was acceptable to Trustees.

ii) Dales Playschool works

The Dales Playschool had informed Trustees that the internal flooring work had been completed and invited Trustees to visit the Playschool to have a look at it. Work on providing the new exit would take place in due course and Trustees would then need to fund the residual cost as previously agreed. Notification of a planning application for this work had been received from YDNPA (ref. C/33/200D).

4. Progress towards CIO status

A draft transfer agreement had been drawn up and circulated to Trustees for comment. It was noted that this agreement, when signed by Trustees, would be the official document confirming the intention and practice of transferring all assets and liabilities, contracts and commitments, from the existing unincorporated charity to the new CIO. New bank and savings accounts would need to be opened and it was agreed that this would be explored as a priority, once all Trustees were aware of the savings rates currently being applied to existing accounts.

All Trustees were asked to consider the transfer document and to provide their comments or confirm approval, within the week.

Action – Mr Wood to collate comments and arrange for a final version of the document to be produced. Ms P Clover to provide details of the current interest rates and make recommendations for a new savings and bank account.

5. Arrangements for the Dickensian Festival 2019

It was reported that new advertising banners, a new Christmas tree, ceiling banners and Christmas wreaths had been purchased (or made) for this year's Dickensian Festival. Volunteer numbers were still below requirements although it was felt that some people who would be prepared to offer time had just not confirmed details at this stage.

A mulled wine offering would be a new feature this year, replacing the tombola, and agreement was reached to purchase 'composting-friendly', Christmas cups for the purpose.

The building would be decorated from 10am on Monday 25th November and all who could make a useful contribution to the planned scheme would be welcome to join in. It was suggested that the members of 'Men's Sheds' may be able to offer their input.

It was noted that Ms P and M Clover would be standing down as Trustees in the new year, hence this would be the last Dickensian they would co-ordinate on behalf of the Town hall whilst remaining willing volunteers. Trustees expressed their sincere thanks for their considerable contribution over the three Dickensian Festivals at which they had acted as joint co-ordinators.

Action – Key Trustees to take the various action agreed to bring the Town Hall's Dickensian arrangements together.

6. Update on matters associated with the future of the Town Hall

A letter, dated 4th November 2019, had been forwarded to Grassington Parish Council to confirm the offer from Trustees relating to lease, rent and a 'one off' contribution to a repair fund. Whilst receipt of the letter had been confirmed, no further communication had been received at this stage. A second letter, which addressed the detail of the Council's letter of 12th October 2019, had been circulated and approved by Trustees but it was agreed to retain this as a draft document until such time as a response was received from GPC.

A structural engineer had visited the Town Hall on 4th November, to inspect the main stage gantry and to provide recommendations for repair if necessary (as indicated by the building condition survey in July 2019). Whilst the report would be produced within a fortnight, there had been a clear statement made that the gantry should remain out of bounds to anyone other than those who may be involved in examining its structural integrity or effecting repairs in the future. Once the report was received (which would be paid for by GDI) this, along with some recommendations from Spot On Theatre Services, would be passed to GPC for consideration, as requested in their recent letter.

It was noted that the Watts Group invoice had now been paid in full, following correspondence with the company's Director.

7. Prize Draw

The prize draw winner this month was 'Rob and Kath Gower'.

8. Finance Report

The Treasurer reported that the new arrangements for 'authorised signatory' should be completed in the near future after considerable administrative delay.

One of the outstanding bills had now been paid. An invoice, recently received from More2Screen and relating to an event on 29th October, would be paid by the due date (28th November).

9. Any other business

Wharfedale Beer Festival – It was noted that a Trustee had provided 2 sessions of voluntary time and those who had attended had thoroughly enjoyed the event.

10. Date and time of next meeting

The next meeting of Trustees will take place **on Monday 13th January 2020, at 7pm in the Games Room.**

The meeting closed at 9.25pm.