

**GRASSINGTON DEVONSHIRE INSTITUTE**

**TRUSTEES**

**NOTES OF A MEETING HELD ON MONDAY 1<sup>ST</sup> OCTOBER 2018**

**Present:** Trustees David Wood (in the Chair)  
Hanne Barton Rob Charlton  
Mandy Clover Penny Clover  
Graham Davies Marion Field

Secretary Val Giles  
Treasurer Angela Beetham

**Apologies** Dave Garland, Andrew Jackson, Bob Kendall, David Tierney

**1. Notes of previous meeting**

The notes of the meeting held on Monday 3<sup>rd</sup> September 2018 were approved as a correct record.

**2. Action Sheet**

i) Electronic booking system – Mr Tierney had invited all Trustees to a demonstration of the system, together with some other ideas for IT use, at 7pm on Monday 29<sup>th</sup> October. All present indicated their wish/intention to attend the event which will be held in the Octagon.

**3. Matters arising**

i) Correspondence with Grassington Hub and Grassington Festival

Whilst no formal responses had been received to the Trust's letters, Mr Wood reported he had met with Barrie Doyle, Hub Chair, on 4<sup>th</sup> September. It was clear that the Hub Trustees had no appetite for a re-location to the Town Hall but there was some potential for jointly-organised fund-raising events in the future.

The Secretary stated that Grassington Festival had confirmed their reservation of the Town Hall from 21<sup>st</sup> to 30<sup>th</sup> June (plus set up and clear-down days, although no contractual arrangements had been made. Trustees agreed that there was some scope to discuss a new contractual arrangement with the Festival and Mr Wood agreed to remind John Jameson, Chair of the Festival's Trustees, of the Trust's wish to establish a meeting to explore ideas.

*Action – Mr Wood to contact Mr Jameson to arrange a joint meeting of a small number of Trustees from each side.*

ii) Correspondence with Grassington Parish Council (GPC)

Mr Wood reported that GPC had indicated its willingness to discuss the Fire Action Plan and associated costs, the essential pre-winter repairs, which were necessary at roof level and a short to medium term maintenance programme. However, the Council was not ready to discuss the possible re-location of the Town Hall's facilities or proposals for a new village hall. Coun. Charlton commented that a local contractor, James Harker, had been shown the building condition survey and had been allocated £1,500 to undertake initial repairs. He had been invited to notify the Council if further essential work was necessary beyond this initial budget allocation. Three main areas of repair, as identified in the Building Condition Survey, would be quoted for by building contractors.

Mr Wood reported that the meeting with Councillors, scheduled for 20<sup>th</sup> September, had been postponed, due to late receipt of a detailed, personal assessment of the fire situation from Coun. Tony Lofthouse. This note appeared to suggest that decisions, on the subject of fire, should be taken by the 'responsible person', which could suggest that the Council would look to the Trustees to take this responsibility. Mr Davies asked if the Council was minded to make a contribution to the cost of works associated with the various elements of the Fire Action Plan but Coun. Charlton stated that as discussions had not yet taken place and authoritative advice had not been sought/obtained, it was not possible to comment.

Mr Wood stated he had made contact with North Yorkshire Fire and Rescue Service and established that an officer would be prepared to come out to visit the Town Hall, free of charge, to look at the Fire Risk Assessment and Fire Action Plan and to walk round the building. He commented that whilst advice may well be forthcoming at this visit, there would be little or no risk of formal closure of the building. Coun. Charlton asked if Coun. Lofthouse could be invited to the visit and this was agreed.

*Action – Mr Wood to contact GPC to seek to reinstate the postponed meeting as soon as possible and, separately, to invite Coun. Lofthouse to the visit by North Yorkshire Fire and Rescue Service.*

#### iii) Correspondence with Indigo

Mr Davies reported on a meeting he had had with a representative of Indigo, a company involved in the collection of cash from car parks around the Dales and beyond. A proposal had been made that the company would install a safe and some additional security measures in the Town Hall, which would allow cash to be stored overnight before banking. Coun. Kendall had commented that works undertaken in the cellar may disturb any asbestos which may be located there. That said, he reported that Grassington Parish Council was reluctant to pay for an asbestos survey as the Trust currently benefitted from the annual income from Indigo.

Mr Wood referred to two Health and Safety Executive documents 'Health and Safety Checklist for Village and Community Halls' and 'Village and Community Halls – Legal Responsibilities', which made references to asbestos checks and the responsibilities of building owners and management committees. He passed copies of the documents to Coun. Charlton for information.

In considering the views of Trustees and representations from the Caretaker, it was agreed that Indigo be informed that the proposal was not acceptable and that no cash would be allowed to be stored on site.

*Action – Mr Davies to inform Indigo of the Trust's decision.*

#### iv) Dickensian

Ms M Clover reported that all stalls for Dickensian had been sold and she was now trying to arrange the voluntary team to staff various aspects of the rota. Responses had been received from most Trustees but some were outstanding. The formal road closure notice had been received from the Dickensian Committee and this appeared to show a full closure of Gars Lane, which would mean no vehicular access to Gill's Top. Trustees expressed concern at the restriction on visitors to the residents of Gill's Top and asked that these concerns be brought to the attention of the Dickensian Committee. After much discussion, it was agreed that the Town Hall would provide 'hi-viz' presence at the junction of High Street and Chapel Street to ensure that stallholders, who wished to leave the area before the formal road closure was lifted, used the alternative route, via Chapel Street, to leave the village.

*Action – Ms Clover to chase responses from remaining Trustees. Mr Wood to write to the Dickensian Committee to express concerns regarding the impact of the road closure on Gill’s Top and to offer some traffic management support at the end of each afternoon.*

#### **4. Fire Risk Assessment Report and Action Plan**

Mr Garland had reported that all of the emergency lighting and fire exit sign work was now complete and, as all fire doors had now been installed (subject to a concern regarding the Games Room doors), the first phase of the Fire Action Plan was concluded. The cost of this work was around £9k. The remaining work, identified in the Fire Risk Assessment would be carried out only if regarded as essential following the visit by North Yorkshire Fire and Rescue Service. Mr Garland had stated that a new logbook and associated tasks for the Caretaker would be initiated in mid-October. These would replace the existing programme of checks and record-keeping which, it was noted, appeared to be unsatisfactory. Mr Davies pointed out that the logbooks should be scrutinised several times a year by Trustees and enquiries should be made to ensure checks and repairs were noted appropriately. Trustees agreed that the Caretaker should be appropriately trained in what was required to be done and that a process be established through which necessary repairs were either undertaken by the Caretaker or reported by him for professional input. Trustees thanked Mr Garland for his significant energy and input to complete phase one of the Fire Action Plan.

*Action – Mr Davies to contact John Rymer, Joiner, to provide a solution to the Games Room fire doors (which, when opened, prevent the kitchen door from opening). Mr Garland to ensure the new logbook and record-keeping regime are implemented as soon as possible.*

#### **5. Prize Draw**

The prize draw winners were confirmed as 1<sup>st</sup> David Tierney, 2<sup>nd</sup> P Jacques, 3<sup>rd</sup> Mary Wright.

#### **6. Finance Report**

The Treasurer reported that a credit of £1,439 had been notified by the gas supplier and this would be set against the winter fuel bills. A recently-received water bill appeared to be around 50% of the value of the bill for the same period in 2017, which confirmed the water-saving measures were proving successful. Trustees approved bills to be paid to Oldfield Electrical and Skipton Hire Centre, both of which were related to the Fire Action Plan.

Mr Davies confirmed that he would work with the Treasurer in November to undertake some further budget setting work for the new calendar year.

Mr Wood and Mr Davies were provided with bank forms which would allow them to become authorised signatories in the future.

*Action – Mr Wood and Mr Davies to complete and return the bank forms to the Treasurer.*

#### **7. i) The Maestros (Main Hall event on 29<sup>th</sup> September cancelled)**

Trustees were informed that this event had been cancelled due to poor ticket sales. Despite 3 weeks of advertising via posters, online adverts, social media and emails via contacts lists, only 8 tickets (to 2 customers) had been sold. It was estimated that the event would require 90-100 ticket sales to break even on tickets alone although bar expenditure would offset losses or increase profit. The fee agreed with the band had been £700, £50 of which had been paid as a deposit at the time of booking. Following cancellation, Mr Davies reported that the band had sought a cancellation fee of £300 (making 50% in total) and had issued an invoice accordingly. Whilst he had notified the band that the issue would be discussed on 1<sup>st</sup> October, the band had now threatened legal action for the whole fee, if payment of the 50% was not forthcoming by 3<sup>rd</sup> October.

Trustees discussed the circumstances of cancellation and agreed that the action taken had been appropriate under the circumstances. They approved payment of the 50% cancellation fee as requested and the Treasurer agreed to make a BACS payment as soon as possible. Consideration of a new booking for 2019 was deferred.

*Action – Mr Davies to notify the band of the decision to pay a cancellation fee and the Treasurer to make the relevant BACS payment as soon as possible.*

#### **ii) The Moonbeams (Octagon event scheduled for 20<sup>th</sup> October)**

Mr Wood stated that this event had been in the diary since 2017 but had not been brought to Trustees' attention until the fourth week in September. Advertising had not commenced fully, although Ticketsource and the Hub were now publicising the event and an advert had been placed in the village and on the Town Hall's website. Discussion ensued regarding the potential to attract more customers to buy tickets in advance but the idea of increasing the 'on the door' charge to 150% of the advance ticket price was not progressed. Trustees were informed that this event was 'no risk' to the Trust, as the band's fee would be 50% of ticket sales. The event was supported for full advertising with immediate effect.

**Trustees agreed that it was essential for all future 'Town Hall-sponsored' events to be scrutinised for pricing and other details BEFORE any commitment is made to the act and BEFORE the event is advertised.**

*Action – The Secretary to commence advertising via widespread distribution of posters and leaflets. Mr Davies to arrange a leaflet drop, if required, during the week leading up to the event.*

#### **8. Village Forum**

The latest meeting of the Village Forum had taken place on 20<sup>th</sup> September, the notes of which had been circulated to Trustees. Mr Davies recounted the key points of discussion. Mrs Barton stressed the importance of engaging young people in future discussion as it was they who were the likely beneficiaries of any decisions taken. Colleagues from Craven District Council and Yorkshire Dales National Park had emphasised the need to consider the target audience in any initiatives proposed. As for the future of the Town Hall, the Forum's Chair, Coun. Richard Foster, had suggested that Trustees and Grassington Parish Council send a joint letter to the Chatsworth Estate to draw their attention to the issues affecting the Town Hall which could affect its economic viability in future. Coun. Charlton commented that the Council had discussed this at its meeting on 27<sup>th</sup> September and had concluded that, as 'owners' of the building, they should write the letter although Trustees would be invited to comment.

#### **9. Octagon Flooring**

Mrs Barton informed Trustees that a 'silver oak' vinyl floor had been ordered and recently paid for, via Grassington Parish Council. The floor would be laid during week commencing 8<sup>th</sup> October. The amount paid to GPC was £2,641.67 although VAT may need to be paid in addition at some point. Mr Wood thanked Mrs Barton and those other Trustees who had contributed to the procurement exercise for all their efforts.

#### **10. Town Hall policies, logbooks and training**

Mrs Barton stated that Craven Safety had offered to provide a number of health and safety-related policy templates, free of charge, which could be used to produce Town Hall documents. With the introduction of new logbooks for fire-related checks, this would offer a great improvement on the current position. Trustees commented that the Caretaker would need to be appropriately trained and it was noted that Fire Marshal training and Food Hygiene training were already under consideration (the latter takes place on 18<sup>th</sup> October, whilst the former is awaiting a response from the Fire Academy). Trustees should also consider training

opportunities and this could include fire extinguisher and first aid training, neither of which are currently provided.

*Action – Mrs Barton to chase up Craven Safety to obtain the policy templates following which further consideration will be given to training.*

#### **11. Internal building maintenance**

A written note of a number of required in house maintenance and repair tasks had been passed to the Caretaker. Mr Davies asked the Secretary to pass on some additional tasks which had been added to the list more recently. Mr Wood reported that a fault on the Honeywell heating control system and Octagon heating controls had been reported to HCS Ltd and they had visited on 1<sup>st</sup> October. It was likely that specialist engineers may need to provide the solution to the fault on the Honeywell system.

#### **12. Future events**

The Secretary informed Trustees that a ‘Take That’ tribute band had been in touch regarding a possible future gig, although they wanted to charge £1,000. Trustees felt, in view of the earlier conversation, that the fee was too high and would create too great a financial risk. However, a door takings split could be offered and the Secretary was asked to raise this subject with the band’s representative.

A children’s event had been booked for 9<sup>th</sup> February 2019 (by Savage Beast Events). The organiser had invited Trustees to consider providing a kitchen service during the day. After consideration, Trustees felt there was unlikely to be sufficient uptake and declined the offer.

*Action – The Secretary to respond to the tribute band with the idea that a door takings split allocation would be acceptable to the Trust. Also to respond to Savage Beast Events to decline the invitation to Trustees to cater for the event on 9<sup>th</sup> February.*

#### **13. Any other business**

Coun. Charlton reported that the Parish Council was in the process of renewing its insurance (building and contents). At the moment, Town Hall contents were insured to the tune of £30k, whilst the building was insured for £2.2m. An asset register had been produced which appeared to be out of date and Trustees were asked to have this updated within the next two months.

*Action – Mr Wood to invite two Trustees to work with the Caretaker to update the asset register for insurance purposes. The Secretary to contact the author of the last asset register to try to obtain an existing electronic copy.*

#### **14. Date and time of next meeting**

The next meeting of Trustees will take place at **7pm on Monday 12<sup>th</sup> November 2018.**

The meeting closed at 9.22pm.

DPW/VG

2<sup>nd</sup> October 2018.