

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 14<sup>TH</sup> OCTOBER 2019

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

**Apologies:** Andrew Jackson (holiday), Jean Slater (holiday), Dave Tierney (holiday), Rob Charlton (conflict of interest) and Bob Kendall (holiday). These were noted and accepted by those present.

**1. Notes of previous meeting**

The notes of the meeting held on Monday 9<sup>th</sup> September 2019 were approved as a correct record. Trustees agreed that future notes of meetings should be anonymised, other than where absolutely necessary for the purpose of confirming the 'owner' of actions required.

**2. Action Sheet**

There was nothing new to report from the Action Sheet.

**3. Matters arising**

**i) Interior redecoration**

Various schemes had been the subject of quotations and Trustees confirmed their agreement to proceed with the following, as soon as possible:-

Plastering work to the Octagon staircase area and main foyer (£210 plus VAT)  
Re-decoration of ladies and gents toilets (£800-£900 inc materials (no VAT))  
Re-decoration of Octagon stairs and entrance area (£1600 - £1750 inc materials (no VAT))

It was noted that the final, additional spotlights for the Octagon would be installed in the next few days.

It was agreed that quotations would be obtained for the following works:-

Floor replacement in the ladies and gents toilets.  
Replacement of a radiator and some taps in the ladies toilet.

*Action - Ms M Clover to obtain the quotations referenced. Mr Wood to make a final attempt to obtain a quotation for the new fire doors for the kitchen.*

**ii) Dales Playschool works**

The Dales Playschool had notified Trustees that the work to install a new door to the outside area may be put on hold until after Christmas. Trustees felt that the whole project (new external door(s), replacement of carpet and 'wet area' flooring should proceed as soon as possible and agreed to underwrite the cost of the scheme (likely to be in the region of £2,000) once the funds raised by the Playschool (£2,700) had been exhausted.

*Action - Mr Wood to notify the Dales Playschool of the decision made.*

### **iii) Role of Treasurer**

The Treasurer, Ms P Clover, had confirmed her wish to remain a Trustee and hence had decided to waive the honorarium which had been available associated with this role. Trustees thanked Ms Clover for this significant gesture.

### **4. New constitution for the GDI and progress towards CIO status**

Confirmation had been received, from the Trustees' external advisor, that the Charity Commission had agreed to fast-track the applications for transfer to 'Charitable Incorporated Organisation' status. As such, a new constitution would come into force and the 'new organisation' would be required to transfer assets and satisfy some conditions associated with the application.

*Action – Trustees to be notified of the new arrangements and any conditions applicable as soon as the Charity Commission confirms approval of CIO status.*

### **5. Arrangements for the Dickensian Festival 2019**

A number of new volunteers had come forward to assist with stewarding and, perhaps, other roles at the Town Hall's indoor Christmas market. Specific roles for named Trustees had been put forward and these were agreed. Rotas and volunteer roles would be established once the list of volunteers was known and availability confirmed. New banners, for the front of the building and entrance door on Moor Lane would be commissioned, if possible to match up with existing hooks in place. Some interior decorations (specifically new banners for the ceiling in the Main Hall) would be sourced and purchased and an indicative budget of £1,000 (to include the external banners) was agreed for this purpose. It was noted that the new interior banners would need to be flame retardant and a company in Bradford had been identified to undertake this work. A notification (of the market) had been made to Trading Standards at North Yorkshire County Council.

*Action – Key Trustees to provide an update to the Trustees' meeting on 11<sup>th</sup> November.*

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

A meeting had been held jointly with Parish Councillors, on 18<sup>th</sup> September 2019, at which the authors of the July 2019 building condition survey (Watts Group) had made a brief presentation and taken questions. Trustees had written to the Parish Council to confirm the actions taken on some key points of safety (main stage gantry and access to the flat roof over the main foyer) and to seek assurance on two points relating to asbestos and the flat roof. The Parish Council had responded with a letter received on Saturday 12<sup>th</sup> October but, due to its receipt being so close to the meeting and the length and complexity of its content, no comments were made at the meeting. Trustees agreed to consider the letter and its implications at an extra-ordinary meeting on Monday 28<sup>th</sup> October. Trustees agreed that the additional cost, associated with the presentation, would be queried with Watts Group.

*Action – Mr Wood to confirm the arrangements for the meeting with absent Trustee colleagues and to follow up the cost query with Watts Group.*

### **7. Booking fees and terms and conditions for hire**

A small number of amendments had been and were proposed to these two 'policies'. Subject to those amendments, the policies were agreed by Trustees.

*Action – Mr Wood to make the amendments agreed and to ensure these policies were placed on the Town Hall's website as soon as possible.*

### **8. Prize Draw**

The prize draw winner this month was Bob Kendall.

## 9. Finance Report

The Treasurer reported three bills owing remained outstanding. Trustees requested that these be expedited through the relevant channels. An invoice from Watts Group (see earlier reference) would be queried, whilst an invoice from EP Print Ltd (£398) would be paid as soon as possible.

The EP Print invoice related to the printing of the excellent brochure, which publicised the events and activities at the Town Hall between October 2019 and February 2020. 2,000 copies of the brochure would now be available to distribute widely to residents and businesses in the area. Trustees commented that the brochure (the first of its kind produced by the Town Hall) had been very well received by those who had received a copy in the early maildrop. Whilst the designer had not requested payment, it was agreed that he should be thanked and offered a small gesture of 4 free tickets for a forthcoming Town Hall-arranged event or events of his choosing.

*Action – Mr Wood to prepare a letter of thanks and to include the offer of tickets.*

## 10. Any other business

### i) Caretaker and Bookings cover

Trustees expressed their sincere thanks to Mrs Barton for acting as Caretaker and Bookings Secretary over the past weeks. Grassington Hub will establish arrangements to take over the Town Hall bookings from week commencing 21<sup>st</sup> October.

### ii) Trustees

A formal letter of resignation had been received from Mr Garland (due to relocation) and his name had now been deleted from the list of Trustees. Mr Wood confirmed he had written to thank Mr Garland for his exceptional contribution. The Trustees were also saddened to learn that, due to the issues relating to personal accountability, discussed at and following the meeting with Parish Councillors on 18<sup>th</sup> September, Mrs Roddis and Mr Parry had asked to step down with immediate effect.

## 11. Date and time of next meeting

The next meeting of Trustees will take place **on Monday 11<sup>th</sup> November 2019, at 7pm in the Games Room.**

The meeting closed at 9.20pm.