

# GRASSINGTON DEVONSHIRE INSTITUTE

## TRUSTEES

### NOTES OF A MEETING HELD ON MONDAY 9<sup>TH</sup> SEPTEMBER 2019

<b>Present:</b>	Trustees	David Wood (in the Chair)	
		Hanne Barton	Rob Charlton
		Mandy Clover	Penny Clover
		Andrew Jackson	Stephen Parry
		Lisa Roddis	Jean Slater
		Dave Tierney	
	Secretary	Val Giles	
Treasurer	Angela Beetham		

**Apologies:** Marion Field, Dave Garland and Bob Kendall

#### 1. Notes of previous meeting

The notes of the meeting held on Monday 12<sup>th</sup> August 2019 were approved as a correct record.

#### 2. Action Sheet

There was nothing new to report from the Action Sheet.

#### 3. Matters arising

##### i) Dales Playschool works

A note had been received from the Dales Playschool to confirm that estimates for the various works (i.e. new exit door, carpet and 'wet room' flooring) now totalled £4,587.60, significantly more than the £2,700 raised through fund-raising efforts. Consideration was given to the Playschool's financial position and, after considerable discussion, it was agreed that the Parish Council, together with the GDI, would 'make good' any shortfall and hence the work should be progressed (subject of course to any planning permission necessary). It was noted that, subject to a VAT-efficient purchase arrangement, facilitated via Grassington Parish Council, the maximum cost to the GDI would be around £1,675.

*Action - Mr Wood to inform the Playschool Treasurer of the need to obtain 2 further estimates for the work to enable the Parish Council to consider funding contribution but otherwise to proceed with the schemes.*

##### ii) Gas installation - Kitchen

Mr Wood reported that no paperwork had been received, as yet, from HCS Ltd., regarding the outcome of the recent inspection. Only when this was received and reviewed could a decision be made regarding replacement of the existing cooker hood or replacement of the cooker with an electric appliance.

*Action - Mr Wood to contact Mr Garland and/or HCS Ltd., to discuss requirements.*

##### iii) Interior redecoration

Mrs Barton reported that she had no further estimates for redecoration works but wondered how the recent building condition survey could affect some of the potential schemes. A quotation, to upgrade the toilet facilities had been received but this did not include sanitary ware or flooring. Discussion took place regarding the need for some plastering work to be undertaken, for example in the area approaching the Octagon, before painting could take place. It was agreed that estimates could still be obtained for works according to the schemes already quoted for, but any practical action to improve these areas would take place after the joint

meeting between Parish Councillors, Trustees and the surveyor who produced the building condition report.

#### **iv) Potential merger with Grassington Hub**

A letter had been received from Dr Jackson, in his new capacity as Chair of Grassington Hub, to confirm that, after consideration of the due diligence documents, the relative inconvenience of the Town Hall as a location, the lack of available space at the Town Hall (currently) and the potential for significant resources to be required for building repairs and re-design, Hub Trustees felt that neither merger nor co-location would be appropriate at this time. That said, there was a willingness to work more closely together, as evidenced by the ongoing discussion around a service level agreement for booking administration, and related services. Trustees confirmed their feeling that a merger was not appropriate but discussed the potential to free up other space within the Town Hall, if that would prove helpful now or in the future. It was agreed that the closer working ties would be pursued and Trustees confirmed their wish to 'assist' the Hub should it become necessary in the future.

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

Mr Wood circulated a document, inviting Trustees to add their signatures to a proposed new constitution for the GDI. All signatures were obtained from those present and Mr Wood confirmed he would seek the relevant signatures from absentees before forwarding the document back to Mr Cattell. This would then take its place as part of the GDI's submission, to the Charity Commission, for conversion to incorporated status. Mr Wood reminded those present that the current constitution afforded no protection to the GDI, as an organisation and hence it was currently unable to enter into contracts or leases.

*Action - Mr Wood to arrange for the necessary document to be forwarded to Mr Cattell to allow the process of conversion to CIO status to be continued.*

#### **5. Arrangements for the replacement of the Treasurer and Booking Secretary**

*Ms P Clover and Miss M Clover left the meeting at this stage due to their having a vested interest in the item.*

Mr Wood reminded Trustees that Ms P Clover had offered to take over the Treasurer's role and he had circulated a proposal regarding her potential appointment. It was noted that the appointment was intended to offer payment to Ms Clover on a 'self-employed' basis i.e. a 'contract for services', within which there was no entitlement to holiday pay, sick pay etc. There was no intention (or indeed legal ability) to enter into a 'contract of service' (i.e. a contract of employment).

Trustees agreed to appointment Ms P Clover as Treasurer, with effect from 1<sup>st</sup> October 2019, for an initial period of 12 months. The appointment would be subject to 4 quarterly reviews and could be extended beyond the initial 12 months' term by mutual agreement. An honorarium, equivalent to that paid to the existing Treasurer was agreed and this rate would be reviewed in Spring 2020.

*Ms P Clover and Miss M Clover returned to the meeting.*

Mr Wood confirmed the outcome of the discussion and Trustees congratulated Ms Clover on her appointment. Arrangements to ensure the GDI's banking facilities could continue would be the subject of discussion with the current Treasurer.

*Action - Mr Wood to confirm the appointment in writing.*

In relation to the duties of the Booking Secretary, Dr Jackson confirmed that Grassington Hub would be happy to take on the tasks outlined in Mr Wood's letter to Ms Dalton, Hub Manager, dated 31<sup>st</sup> July 2019. These would commence in October, after Ms Dalton's return from holiday. An interim arrangement would need to be put in place. A discussion between the Hub and GDI representatives, including the existing Secretary, would be arranged as soon as possible.

*Action - Mr Wood to arrange a meeting to finalise the new 'SLA' arrangements and to ensure the Secretary is included to handover the relevant paperwork.*

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

Mr Wood had circulated the recent building condition report to Grassington Parish Council, along with an invitation to Councillors to join Trustees in a meeting with the report's author, Mr Robin Holme. Councillors had responded positively and a meeting would now be arranged for **7pm on Wednesday 18<sup>th</sup> September 2019 in the Games Room**. All Councillors and all Trustees were invited to attend. Mr Parry offered to make the necessary contact with Mr Holme to discuss any equipment requirements he may have for the meeting. He also asked all those attending to read the report and ensure any/all questions were clear and succinct, given Mr Holme had agreed to come along in his own time.

*Action - Mr Parry to agree the necessary arrangements with Mr Holme. After the meeting, Mr Parry suggested the Caretaker, Mr Lee, should be invited to attend and this invitation was extended to Mr Lee by Mr Wood on 10<sup>th</sup> September.*

## **7. Advertising the new season of Octagon and Main Hall events**

The new season of events had been placed on the GDI's website and tickets had been made available for every date. Mr Wood had circulated a ticket sales report for each event and this showed slow sales to date. Discussion took place about the extent to which Trustees, supported by volunteers, could commit time to the events themselves and what options existed to advertise the events more widely across the community. Mr Parry agreed to obtain copies of the posters already designed and to place these in the same areas used for the Hub's film nights. Mrs Roddis had identified leaflet requirements for the children's event on 1<sup>st</sup> November which would allow local schools to inform parents of the show. Dr Jackson agreed to provide the necessary posters/leaflets.

Mrs Slater suggested that she could put together a 'rota' for all events, which would include an event leader and would identify the number and types of role required to be filled by volunteers or Trustees. It was agreed this was an excellent idea. In addition, Mrs Slater felt a small brochure of the forthcoming events could be designed and printed (and made available electronically as required). Whilst it was noted that the first performance in the Octagon was scheduled for 1<sup>st</sup> October, Dr Jackson and Mrs Slater agreed to get together with one or more others (in particular an individual who was competent in IT and design) to produce the brochure.

Mrs Slater commented that any brochure could include something about the benefits of becoming a member of the GDI. It was agreed that any ideas for encouraging membership should be sent to Mrs Slater as soon as possible.

*Action - All Trustees to take the actions agreed above and to provide further input, as the opportunities present themselves, into advertising and marketing the events schedule, as well as to the benefits of membership.*

## **8. Prize Draw**

The prize draw winner this month was Richard Hargreaves.

## **9. Finance Report**

The Treasurer reported that the major outstanding, unpaid bill remained that relating to Grassington Festival. This was causing a potential cash flow problem for the end of the month. Invoices to be paid by GDI, relating to HCS Ltd., for the gas inspection and servicing, Keybury, for alarm servicing and Oldfields, for lighting fitments, were approved.

*Action - The Treasurer to liaise with Ms P Clover to ensure an appropriate handover and briefing ahead of the transfer of responsibilities on 1<sup>st</sup> October 2019. Mr Wood*

*to contact the Festival's Chair of Trustees, to explain the situation regarding cash flow and to attempt to obtain immediate payment of the outstanding bills.*

## **10. Future Events**

The Secretary reported that the diary was filling up rapidly for autumn bookings. A cancelled 'Think and Stink' quiz night on Thursday 17<sup>th</sup> October presented an opportunity for Trustees to run something similar. Mr Parry had sourced a volunteer, willing to prepare a quiz and Mrs Roddis stated she would enquire as to whether someone could assist her in providing a 'pie and pea' supper as well as a limited bar service. Detailed arrangements for the Dickensian Festival will be discussed at the October meeting.

*Action - Mrs Roddis to confirm whether she will be able to provide the food and bar service on 17<sup>th</sup> October. Mr Wood to make arrangements for ticketing and publicity if this event can take place. Mr Parry to ensure the quizmaster is briefed accordingly.*

## **11. Any other business**

### **i) Youth Orchestra**

Ms P Clover informed Trustees that a small amount of money had been raised through the provision of drinks at the Youth Orchestra event in August but the amount taken did not justify the service provided, at least on this occasion.

### **ii) New Trustees**

Mr Wood stated he had had some contact with a potential new Trustee and encouraged others to explore the availability and interest of people within the community who could assist the GDI with the current agenda, whether that be as Trustees, volunteers or project workers.

### **iii) Cover for Caretaker absence**

The Secretary reported that both Caretakers would be away from 29<sup>th</sup> September to 7<sup>th</sup> October. Whilst it would be possible for those attending events to open up and lock up the premises, some tasks, such as putting out rubbish bins and clock winding, would need to be undertaken. The Secretary agreed to distribute a note of the events taking place during the period of absence and all Trustees were asked to indicate their ability to help cover the gaps. In the meantime, it was agreed to suspend bookings for the period in question and to inform Grassington Hub of this position. Mrs Roddis agreed to ensure the clock winding was done during the week.

*Action - All Trustees to consider how they can cover any necessary tasks once the events schedule is distributed by the Secretary. Those able to cover some of the caretaking duties should contact the Caretaker directly.*

### **iv) Farewell to the Treasurer and Booking Secretary**

A short presentation took place in which Ms Beetham and Mrs Giles were provided with flowers and gifts, in recognition of their considerable contribution to the GDI over the years. Mr Wood thanked Ms Beetham and Mrs Giles for their input, above and beyond expectations and hoped that both would feel able and willing to join in at functions and events and perhaps offer some voluntary time to support the GDI in the future.

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

The next meeting of Trustees will take place on **Monday 14<sup>th</sup> October 2019, at 7pm in the Games Room.**

The meeting closed at 9.20pm.