

GRASSINGTON DEVONSHIRE INSTITUTE
(A Charitable Incorporated Organisation – Registered Charity no. 1185815)

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 7th SEPTEMBER 2020

Participants: David Wood (in the Chair)
Hanne Barton Barrie Doyle
Marion Field Stephen Parry

In attendance Penny Clover (Treasurer)

An apology for absence was received from Jean Slater (quarantine following holiday).

1. Notes of previous meeting

The notes of the meetings held on 10th August 2020 were confirmed as a correct record.

2. Progress report - Main Stage and Hall

The new red curtains for the front of the stage would be fitted on 9th September. A proposal, by Grassington Players, to install a stage camera with monitor in the changing room will be considered when details of the plan for fitting have come through. A risk assessment would be required if any form of recording was required (ref Protection of Children) although any plan to utilise existing break through points in the ceiling of the hall would NOT need a further asbestos assessment.

It was noted that the Caretaker had volunteered to re-paint the Main Hall, in preparation for the new curtains and tracks to be fitted. A colour for the architrave would be chosen once the precise colour of the new reds had been seen.

Three quotes for new curtains, at windows and doors throughout the Main Hall, had been obtained. The most cost-effective quote had been produced by local company 'A Trew Design' and, subject to seeing samples of the two materials offered, it was agreed to accept this quotation. The colour of the curtains would be chosen to complement the new, 'front of stage' reds. A black-out option (additional to the quotation) and the potential to weight the curtains at the hem, would be discussed with the company. New curtain tracks would be required and some discussion on this subject would take place with Spot On Theatre Services (who had already been asked to quote for a suitable product) on 9th September.

Action - Mrs Barton to contact A Trew Design to confirm acceptance of the quote and to finalise the additional details.

In relation to other development projects, 'Team M', led by Mr Doyle, was asked to take on the project to develop a new Caretaker's flat in the space previously occupied by the Dales Playschool. A pre-planning meeting with YDNP would prove useful although Grassington Parish Council's support for the development was noted. The proposed development of the bar area would also be discussed at that meeting. An informal expression of interest, in re-locating Grassington Hub to the front of the Town Hall, had been received but this had not been confirmed in writing. Nevertheless, Trustees confirmed their willingness to listen to and work with any proposal which enhanced the functionality of the Town Hall and its usefulness to the community. It was noted that funds may be available to contribute to a large development project.

Action - Mr Doyle to produce some costings for the Caretaker's flat project and to mobilise 'Team M' once a pre-planning meeting had been arranged. Also, Mr Doyle to arrange a meeting with a contact at North Yorkshire County Council to explore funding opportunities.

3. Hirer rates and conditions for hire

A set of revised hire prices and packages had been circulated in advance of the meeting. The proposal took account of locally-available rates elsewhere and offered an incentive to take up membership of the GDI. It was agreed that the 'Special User Rate' would be available to 'Members' who lived in specific locations within a radius of Grassington. This may differ from the radius for membership but the reason for this included the availability of village halls in the wider Upper Wharfedale community. A number of minor amendments were proposed but the final document would be produced and circulated as soon as possible. The new rates would become effective from 1st November 2020 and would be publicised on the website.

Action - Mrs Barton to produce a final version of the document for circulation to all Trustees. Mr Wood to ensure the new rates and conditions replace those pre-existing on the website.

4. Health and Safety - Conditions for re-opening the Town Hall

The risk assessment had now been discussed with the two Caretakers and no amendments had been received. The document would be placed on the website and would be forwarded electronically, to include amendments as developments take place, to all future hirers of facilities. In return, each hirer would be required to produce their own risk assessment for managing the hire. It was noted that a formal 'Hirer's Agreement' would need to be produced.

Action - Mrs Barton to produce the 'Hirer's Agreement' for use with future bookings.

Only one booking (by University of Leeds) was in the diary for September and clarification of intent would be necessary. It was agreed that the Town Hall should start to be prepared for re-opening and, with that in mind, the two Caretakers would be asked to undertake 20% of their normal work during October. This would allow the Main Hall work to be completed and the whole building prepared, with Covid-19 safety precautions in place. Future event bookings would be modelled, using the new social distancing facility available via the Ticketsource system, as this may allow slightly higher capacities than previously envisaged.

Action - Mr Doyle to try to establish whether the Leeds University booking remains valid. Mr Wood and Mr Doyle to test the Ticketsource system using 'dummy' data. This would include both the Main Hall and Octagon (it should be possible to utilise the Main Hall for the opera/ballet programme, to provide greater social distancing and encourage a larger audience if demand existed).

5. Town Hall Lease

A productive meeting had been held with Grassington Parish Council representatives on 12th August 2020 and a further meeting would be held on 10th September. Some discussion took place on the subject of insurance but those Trustees who would be present at the meeting were encouraged to maintain the positive dialogue. A proposal to engage AWB Charlesworth, Solicitors, to provide legal advice on the subject was approved.

Action - Mr Wood to write to AWB Charlesworth, after the meeting with Grassington Parish Council on 10th September, to invite them to work on the GDI's behalf on this project.

6. Events Programme

More2Screen had offered a four operas/ballets programme, in the medium of Bluray DVD, to be screened between 20th October 2020 and Christmas 2020. A straw poll of 40 previous customers of these events had produced 25 replies, 21 of which had indicated support for the programme and timescale. The Wharfedale Beer Festival, due to take place in early November, remained 'in the diary', but further dialogue with the organisers would take place. Discussion with the Musical Director of the City of Bradford Brass Band had produced a very positive and flexible outcome. Assuming some form of restrictions remained in place, a reduced number of band members and/or reduced duration of concert would still allow the

proposed 20th December date to be fulfilled. A straw poll of recent attenders at this event would be carried out to determine interest for the event this year.

Action - Mr Wood to establish a contract with More2Screen for one performance of each of the four opera/ballet events. Mr Wood to contact the organisers of the Wharfedale Beer Festival to get an update on their thinking and finally, to arrange a straw poll of previous attenders at the Christmas Brass Band concert.

7. Logo and Membership

A number of designs for a new GDI logo had been produced by Mr Simon Lomax. Trustees thanked Mr Lomax in his absence for the time and effort involved and reviewed two suggestions for a new letterhead. The comments received would be communicated to Mrs Slater and Mr Lomax in time for their meeting on 11th September 2020.

Action - Mrs Barton to brief Mrs Slater to reflect the views and suggestions of Trustees.

It was noted that the Town Hall News Update would now be ready for collection from the printers. This would be widely distributed to bring attention to the community of the work undertaken at and future plans for the Town Hall.

Action - Mrs Barton to collect the printed news updates and Mr Parry to lead the distribution process.

8. Prize Draw

The winner of the prize draw for September was Tina Tierney (no. 54).

9. Finance Report

The Treasurer reported that a refund of rates (£874) had been received from Craven District Council. She was working with CDC to obtain an accurate waste collection invoice covering the period back to April 2020. Long-standing, unpaid invoices, relating to the Toddler group (£93) and Buddhist Meditation (£120) would be chased up. An application had been made to HMRC to register the new CIO as a charity for Gift Aid purposes.

Action - Mr Wood to write to the contacts for the two outstanding invoices to seek urgent payment.

10. Correspondence received

A letter from Grassington Players had been received which confirmed a £400 donation towards the cost of the stage refurbishment and specifically the new stage ladders. This was welcomed by Trustees. A suggestion by the Players to establish a routine meeting with GDI Trustees to discuss plans and schedules was well received.

Action - Mr Wood to write to the Grassington Players to thank them for their donation and to invite dates to be suggested for a joint meeting before the end of autumn.

An email from the Chair of Grassington Players had been received asking for a tour of the building to be arranged for newcomers on or around 4th October 2020.

Action – Mr Doyle to contact Mr Newall to discuss requirements and to establish a date and time when Trustees would be able to assist.

11. Fire Safety Action Plan

An updated plan had been circulated during August. Trustees noted that the annual fire extinguisher service and fire alarm service would be carried out by Keybury during week commencing 7th September 2020.

12. Date and time of next meeting

The next meeting of Trustees will be held at **1pm on Monday 5th October 2020** in the Games Room.

DPW
8th September 2020.