

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 3RD SEPTEMBER 2018

Present:	Trustees	David Wood (in the Chair)	
		Hanne Barton	Rob Charlton
		Mandy Clover	David Garland
		Penny Clover	Marion Field
		David Tierney	
	Secretary	Val Giles	
	Treasurer	Angela Beetham	

Apologies Graham Davies, Andrew Jackson, Bob Kendall

1. Notes of previous meeting

The notes of the meeting held on Monday 6th August 2018 were approved as a correct record.

2. Action Sheet

i) Electronic booking system - Mr Tierney reported that whilst the 'trial' of the Skedda system had been continuing, he felt insufficient progress was being made. Rather than stop the trial, Trustees suggested that they be given a demonstration of the system outside of the main meeting.

Action - Mr Tierney to circulate some dates to all Trustees when he could run a system demonstration.

ii) Octagon flooring - Mrs Barton reported that a local company had provided samples and estimates for two types of vinyl flooring for the Octagon. There was a £600 difference between the quotations for a Wood effect surface and a softer, acoustic surface. Both appeared to offer a non-slip solution which, Trustees felt, was an important quality for the new flooring. Mr Tierney suggested that the fitting of the flooring could be a project for the newly-established 'Men's Sheds' group. After some discussion, it was felt that whilst there was certainly an opportunity for input from this group into decorating or similar projects, warranties may be nullified if a qualified fitter did not undertake the work. Coun. Charlton commented that a 'VAT-efficient' solution could be provided using the Parish Council's services although the amount of VAT in the quotations needed to be established.

Trustees agreed that some further information was required which, once available, would allow an order to be placed as soon as possible. The likely cost would be between £2,500 and £3,200 excluding VAT.

Action - Mrs Barton to contact the company to establish more information relating to the quotation and acoustic flooring qualities and circulate to all Trustees for a decision on ordering to be made.

3. Matters arising

i) Terms and Conditions

A number of concerns had been expressed regarding the introduction of 'deposits' into the new terms and conditions for hire of Town Hall facilities. After considerable discussion, Trustees agreed, by majority, that deposits (50% of the hire fee) would be required for 'one-off' events only and that Trustees would consider any circumstances in which a hirer made a request for a deposit requirement to be waived or reduced. The decision of a majority of Trustees, in such circumstances, would be final.

Action - Mr Wood to inform Mr Davies of this change to the terms and conditions to allow the new Ts and Cs to be published.

ii) New Trustee

Mr Wood reported that he had met with Jean Slater to discuss the role of Trustees and she had agreed to allow her name to be put forward for consideration. It was noted that Mrs Slater may not be able to attend full Trustee meetings due to her other existing commitments. Trustees agreed unanimously that Mrs Slater be elected as Trustee and suggested that the monthly meetings be moved to the second Monday of the month, assuming absent Trustees were not disadvantaged.

Action - Mr Wood to inform Mrs Slater as to the outcome and to write to the three absent Trustees about the proposed change of meeting dates.

4. Fire Risk Assessment Report and Action Plan

Mr Wood reported that work on the new and replacement fire doors would commence on Monday 24th September. An asbestos survey report would not be undertaken in advance. He stated that, whilst a formal written response from Grassington Parish Council (GPC) had not yet been received, the suggested joint meeting to discuss apportionment of the costs of the Fire Action Plan would take place at 7pm on Thursday 20th September. Any Trustee who wished to attend the meeting should contact Mr Wood before that date.

Mr Wood thanked Mr Garland and the Caretaker for cutting back the vegetation in the ceiling voids above the toilets. It was noted that the external vegetation had been cut back by an individual authorised by GPC.

Mr Garland reported that Keybury would visit week commencing 10th September, to replace the faulty heat detectors in the main hall. All work should be completed by 20th September.

5. Prize Draw

The prize draw winners were confirmed as 1st Richard Hargreaves, 2nd C Parry, 3rd D & H Hobson.

Mr Wood reported that he had not yet received a written reply from either the Hub or Grassington Festival regarding suggestions for joint fund-raising and co-location. However, an initial email from the Festival Chair appeared to suggest that the dates proposed for 2019's Festival were acceptable and that there was agreement to hold a joint meeting to review the contractual arrangements for 2019. In the case of the Hub, Mr Wood stated that he had been invited to meet Mr Doyle, Hub Chair, on 4th September.

Action - Mr Wood to chase up written responses.

6. Finance Report

The Treasurer had circulated the current accounts ahead of the meeting and confirmed one bill for payment which was approved. More detailed presentation of the local and other rental income would be produced. Discrepancies between the amounts paid by stallholders for the Dickensian Festival were related to the different prices for Saturdays and Sundays and the number of days on which a stall had been booked. In the Treasurer's absence on holiday from 8th September, no alternative arrangements were felt necessary to put in place.

7. Building Condition Survey

Mr Wood referred to earlier discussion regarding a proposed joint meeting with GPC. Coun. Charlton stated that GPC was happy to meet to discuss the pre-winter works, which had been recommended by the building condition survey report and to discuss a longer term building maintenance plan. He had asked a local builder to look at the

high level works indicated by the report and provide an informal opinion as to what would be required to be done.

Action - Trustees to contact Mr Wood if they wish to attend the joint meeting with GPC on 20th September 2018.

Coun. Charlton reported that the windows at the front of the building would be replaced before Christmas 2018, following agreement by GPC. Trustees thanked Coun. Charlton and GPC colleagues.

8. Dickensian Festival

Miss Clover reported that, with the exception of one stall on the second Sunday, the Town Hall had been fully booked by stallholders this year. Payments were being received. Stallholders had been informed that they should appear in appropriate 'Dickensian' dress and those who had indicated they would not do so had had their request for a stall refused.

Much discussion took place regarding the involvement of all Trustees over the two weekends.

Action - All Trustees to inform Miss Clover of their availability to help out.

Miss Clover commented that it was important to allocate each area of work to an experienced volunteer in order that new volunteers could be appropriately trained and led on the day. Volunteer input was sought for the kitchen, stewarding, car parking and removing and replacing stalls. The Festival Committee had asked GDI to provide volunteers to police the traffic restrictions and road closures across the front of the GDI and at the junction with Main Street.

Action - Mr Wood to seek clarification regarding the authorised road closure and to inform the Festival Committee that GDI would try to provide volunteer support in this area.

The Secretary asked that all tombola prizes be forwarded to her for storage in advance. Many more were needed. Miss Clover asked that approval be given to the purchase of two costumes, which could be worn by kitchen volunteers. This was agreed. It was suggested that a small funding allocation be made to cover incidental costs and expenses incurred as a consequence of setting up the hall, including for new decorations. Miss Clover replied that this would be considered as detailed arrangements were made. Volunteers, to help decorate the GDI, were requested for mid-week before the first Dickensian weekend.

9. Future events

The Secretary stated that forthcoming events, such as the Wharfedale Beer Festival, had been charged at the new hire rate. The Beer Festival organiser had indicated that a £1,000 donation to Town Hall funds would still be made. The GDI-organised brass band event would be publicised from early October.

Coun. Charlton commented that the ticket sales information for Octagon events was helpful but asked that the dates of events be added to any future update.

10. Correspondence received

A letter had been received from Indigo, asking for responses to questions relating to the health and safety of staff working in the basement of the Town Hall.

Action - Mr Garland and the Secretary to draft an appropriate response.

11. Any other business

i) Fire Marshal Training - Mr Garland asked whether Trustees wanted to be involved in the training session, which would be a face to face event held at the Town Hall. It was agreed that all Trustees would be asked and the interest of some present was noted.

Action - Mr Garland to invite all Trustees to participate in the training.

ii) Cover for Caretaker - It was agreed that the Secretary, with assistance from Mr Garland and Mr Tierney, would cover for the Caretaker during his upcoming holidays.

12. Date and time of next meeting

The next meeting of Trustees is scheduled to take place at **7pm on Monday 1st October 2018**. In the light of discussion regarding a possible change of date (to the second Monday of the month), the actual date of October's meeting will be notified separately.

The meeting closed at 9.15pm.

DPW/VG

4th September 2018.