

TRUSTEES

NOTES OF A MEETING HELD VIA 'ZOOM' ON MONDAY 11th MAY 2020

Participants: David Wood (in the Chair)
Hanne Barton Barrie Doyle
Stephen Parry Jean Slater
Penny Clover (Treasurer)

Apologies: Marion Field

1. Reason for the meeting

During the ongoing situation relating to the coronavirus outbreak, no formal, face to face meetings of Trustees can be held. However, some important business matters required discussion and resolution and these are noted below.

2. Repairs to/replacement of the fly gallery (Main Hall stage)

Two estimates had been received for the work which was likely to be undertaken to strengthen the existing fly gallery. However, some concern had been expressed that an alternative solution, which could see the fly gallery dismantled and replaced by a system of stage level winches and pulleys, had not been sufficiently considered. Such alternative would reduce risk of falling from height, could reduce the overall financial cost of the project and could reduce the cost of annual LOLER inspections. Two significant user groups had been asked for their views but only one had replied at the time of the meeting. On the basis of the information available, Trustees supported the exploration of an alternative solution. It was agreed that a quote for building work, to remove loose plaster from the rear wall of the main stage, would also be required.

Action – Mr Doyle and Mr Parry to arrange for a site visit to be undertaken by 'Spot On Theatre Service's (subsequently arranged for 13th May).

3. Asbestos Survey

In light of the Government's latest advice regarding the coronavirus, Trustees approved the progression of the delayed asbestos survey which had recently been the subject of a formal quotation.

Action – Mr Parry to contact HSG Asbestos Surveys to arrange a suitable date for the survey to be undertaken.

4. Membership

Proposals for a CIO membership scheme had been discussed previously. After some further discussion, it was agreed that the benefits of an individual membership package should be limited to a newsletter, advance notice of events, an annual social gathering and entry to the Lucky Dip draw, the prize for which should be increased to make the scheme more attractive. Membership would cost £24 per person in the first year. As discounts already applied to room bookings and due to the potential complexity of a discounts scheme for tickets, there would be no discounts offered in the 2020 membership scheme, although this could be reviewed at or after the first AGM. A logo for the new scheme would be devised.

Action – Mrs Slater and Mr Wood to seek input to the development of a design for the scheme and draft the terms for publication during the summer.

5. Caretakers

Trustees discussed the latest Government advice on social distancing and on the timescale for gradual easing of the 'lockdown'. It was felt that there was little likelihood that gatherings would be allowed within the next few weeks therefore a decision was made to continue the public closure. As such, there was a need to extend the 'furlough' of the Caretakers to 30th June 2020.

Action – Mr Wood agreed to write to the Caretakers to notify them of the decision and to seek their agreement. The Treasurer would be making the necessary application for funds under the Government's 'Job Retention Scheme' on 18th May.

Subsequent to the meeting, Trustees approved a pay uplift for the Caretakers of 1.7%, effective from April 2020, to reflect the increase made to the benefits system and public sector pension schemes nationally. (Note – 1.7% was the rate of CPI at the end of September 2019).

6. Prize Draw

The May draw was won by P Jacques.

7. Finances

Following investigation and application, the Treasurer reported that a grant of £25,000 had been received from Craven District Council. This would compensate significantly for anticipated lost income from cancelled events and general bookings during the year.