

GRASSINGTON DEVONSHIRE INSTITUTE

TRUSTEES

NOTES OF A MEETING HELD ON MONDAY 14TH JANUARY 2019

Present:	Trustees	David Wood (in the Chair)	
		Hanne Barton	Penny Clover
		Dave Garland	Andrew Jackson
		Bob Kendall	Stephen Parry
		Jean Slater	Dave Tierney
	Secretary	Val Giles	
	Treasurer	Angela Beetham	
Apologies		Graham Davies, Marion Field, Mandy Clover, Lisa Roddis, Rob Charlton	

Mr Wood welcomed Mrs Slater to her first meeting.

1. Notes of previous meeting

The notes of the meeting held on Monday 12th November 2018 were approved as a correct record. There was no meeting in December 2018.

2. Action Sheet

i) Asset Register - Dr Jackson reported that he and Mrs Barton had produced an updated asset register and had submitted an overall estimate of 'replacement value' of £150k to Cllr Charlton for onward submission to insurers. It was noted that much of the sound and lighting equipment was now obsolete, in as much as no 'like for like' replacement was available. However, Mr Jameson had agreed to provide details of replacement and likely cost when this was required in future. Mrs Barton stated that an upgrade to the sound systems (and potentially to the projection equipment) could present an opportunity to have a single system for each. Mr Wood commented that he had written to Grassington Festival on this subject, to establish if an upgrade in the sound system could save money on artists fees as many included costs for same in their hire fees. Whilst Trustees felt that this could be cost-prohibitive, they agreed to await the Festival's response.

3. Matters arising

i) Craven District Council (CDC) and the Hallmark standard

Mr Wood informed Trustees that he would be attending a meeting of local village hall representatives, with CDC, on 22nd January. He had informed CDC of the Trust's interest in training, information leaflets and in participating in the Hallmark standard scheme. CDC had requested that each village hall provide a 'corporate' email contact address and a photograph of the premises for their website. Mr Tierney suggested that the photograph being used for Mailchimp contacts could be given to CDC and pointed out that every Trustee should be using the Town Hall's email address for external communication (personal email addresses are acceptable for inter-Trustee communications).

Action - Mr Tierney to send to Trustees a reminder of the Town Hall's email address and information on setting up a Trustee email address.

ii) City of Bradford Brass Band event

Mr Wood thanked everyone for their contribution in making a success of the event. 203 people had attended and, whilst expenditure at the bar amounted to an average of only £1.50 per person, a profit of c£1,500 had been made. Purchased bar stock had a good shelf life and would be available for future TH-organised events. Mr Wood reported that he had written to Cathy Parry to thank her for organising a raffle on the day, which raised £138. Mr Wood stated that he had booked the band for Christmas 2019 (Sunday 15th December). Mr Parry suggested that publicity be given to this event as soon as possible, given the competing demand for time in December. After some discussion, it was agreed that the news update for Spring 2019 should carry some initial details. However, the main arrangements for advertising the event should be determined by the IT/Marketing and Events sub-groups, with a recommendation being brought to Trustees in due course.

Action - The leads of the IT, Communications & Marketing and the Events development & scheduling sub-groups to establish their membership and arrange a meeting as soon as possible.

4. Fire Action Plan

The Fire Action Plan had been updated and circulated prior to the meeting. Mr Wood informed Trustees that an updated estimate for the new fire doors for the kitchen had not yet been received from Mr Rymer. He had chased this up. A recommendation for works, based on estimates for smoke or heat detection sensors provided by Keybury was not yet ready to come to the meeting. The Evac chair had been delivered on 10th January and this now needed to be installed in an appropriate place (i.e. either at the top of the Octagon stairs or at the top of the main entrance stairs). Mr Garland stated that he had drafted room-specific fire evacuation plans and it was agreed these would be considered by the 'Policy' sub-group before coming to the full meeting for approval.

Action - Mr Wood to continue to chase up the quotation for kitchen fire doors and Mr Garland to send the draft fire evacuation documents to Mrs Barton and Mr Wood. Mr Garland also to produce a list of essential works, taken from the Keybury quotation, for consideration by Trustees at the February meeting.

5. Broadband and Telephone line supply

Following a breakdown in the broadband and telephone service (reported 17th December), Mr Wood had researched the costs of moving to a new provider. BT Business had produced a good offer which was both an improvement on the monthly charge as well as a service guarantee. The existing provider (ITC of Bradford) had been informed and they had replied by indicating that a 'penalty' charge would be payable. Mr Wood stated he had replied, pointing out that the Town Hall had been without any service from 17th December (and possibly a few days before that) up to 4th January and asking that any/all penalties be withdrawn. Trustees approved the move to a new 2 year deal with BT Business, effective from 21st January 2019. The recently-installed router would need to be returned to ITC once the new BT service was in place.

6. Christmas Bash

Mr Wood thanked Cllr Kendall, Cllr Charlton (in his absence) and Mr Benson for organising an excellent pre-Christmas event. The event had produced a £1,000 donation to the Town Hall. Mr Wood reminded Trustees that time restrictions, on the serving of alcohol and opening times of the premises were in place under a Premises Licence, granted by Craven District Council and these would be enforced, with Trustees' approval, for all future events. Cllr Kendall suggested that a bar closure and 'carriages' time be stated clearly on advertisements and/or tickets for events and this was agreed by the group.

Action - The Secretary to ensure that all hirers of the premises are made aware of the licencing arrangements and future advertisements and tickets to carry clear times of bar and/or event closure.

7. Prize Draw

The prize draw winners were confirmed as 1st Angela Beetham, 2nd Andrew Wilson, 3rd P Jacques.

8. Finance Report

The Treasurer presented the annual accounts. She confirmed that the monthly spreadsheet data had been summarised and transferred to the annual accounts. Unpaid bills, referred to in the accounts, related mainly to December 2018 activities, hence there was no concern to highlight. All income, whether from 2018 or advance purchases for 2019 events had been included in the accounts. No specific ‘provision’ had been made for bills to be paid to external service providers where their services spanned two financial years as it was not practical to apportion income in this way. Trustees approved the annual accounts and these were signed by Mr Wood and the Treasurer. These, together with the annual report, would now go to the external examiner for scrutiny and sign off, ahead of the Annual General Meeting in April 2019.

A letter had been received from the new organisation, created by the apparent merger of the Performing Rights Society and Public Performing Licencing bodies, informing the Trust of a new ‘Music Licence’. No monies were due at this stage but the Treasurer confirmed that a payment, to reflect the Town Hall’s activities, would normally be expected to be made. Trustees confirmed their approval to pay the invoice for the Evac chair (£834). This expenditure should be recorded against the Fire Action Plan.

Action - The Treasurer to ensure that the Annual Accounts are submitted to the external examiner for sign off in accordance with the usual timescales.

9. Dickensian Festival

A wash-up meeting had been held on 7th January and several actions/ideas had emerged which would now need to be taken forward by the ‘Events’ sub-group. Ms Clover reminded the group that stallholders paid £40 and £30 on Saturdays and Sundays respectively. The charge for stalls had not been increased for a number of years and she suggested a modest increase of £5 per day, to apply to the 2019 Dickensian event. Some discussion ensued regarding the extent to which these charges were in line with those charged by the Dickensian Committee for external stalls and the potential for existing Town Hall stallholders to abandon their interest if higher charges were imposed. On reflection, Trustees supported the proposed increase in charges. Mr Wood thanked Ms Clover, Ms M Clover (in her absence) and all Trustees and volunteers who contributed, for their efforts in producing an excellent Dickensian event in 2018.

Action - Ms Clover to ensure the higher charges are reflected in correspondence and publicity for Dickensian 2019. The ‘Events’ sub-group to consider ideas for improvement to the Town Hall’s offering and produce their recommendations in due course.

10. ‘Sarah Collins and Keep the Faith’ - proposed event for 27th April 2019

This act had been brought to the Trust’s attention by Mr Thornton, following discussion with Mr Davies. Mr Wood had circulated details of this potential event, following a telephone conversation with the band’s manager. Trustees noted the opportunity to host a new type of event, which would increase the diversity and range of the activities run at the Town Hall. However, the significant cost of the act would present a financial risk if ticket sales, in the numbers required, were not

realised. After some discussion, Trustees agreed that the event should proceed and Mr Wood sought volunteers to organise the event, including advertising, ticketing and staffing. Mrs Slater and Mr Parry kindly agreed to work with other colleagues to make the necessary arrangements.

Action - Mrs Slater, Mr Parry, Mr Wood (and by invitation, Mrs Roddis) to meet at 7pm on Monday 21st January at the Town Hall to start to plan the event.

11. Events calendar

Dr Jackson informed the group that he had followed up a contact which could see a two-man performance of 'Dear Lupin - letters to a wayward son' take place in the Octagon on 17th March. The ticket sales-related fee payable presented no risk to the Town Hall and the act would further enhance the diversity of events offered at the Town Hall. Trustees supported the staging of the event and Dr Jackson agreed to lead the organisation of it.

Action - Dr Jackson to ensure that appropriate advertising and arrangements for ticketing are put in place and to liaise with the 'Events' sub-group to ensure the event is managed.

The Secretary informed Trustees that the Cookstars series of activities had now ceased. She commented that the Stripey Badger bookshop in Grassington intended bringing Mark Thompson to the Town Hall but no firm arrangements were in place as yet.

12. Correspondence received

The Secretary confirmed that no new correspondence had been received.

13. Any other business

i) LOLER report

Mr Wood informed Trustees that the annual LOLER inspection, at which the ropes, pulleys and light/sound rigging systems are examined, had been carried out on 20th December. Dr Jackson informed the group of the findings and these had been considered with the help of Mr J Jameson. As a consequence, the actions agreed were:-

To replace handlines 11 and 12 at the next LOLER inspection in December 2019.

To replace the Cyclorama cloth (expense to be covered by Pantaloons).

To dismantle the temporary screen frame in the Octagon (Mr Tierney to arrange after 22nd January)

To provide an in-house clean of the border curtains.

ii) Great Places workshop

Mrs Barton reported that both she and Dr Jackson had attended a two day workshop which was intended to share the research undertaken in support of the 'Great Places' initiative. Whilst a booklet had been received which set out the various findings, it appeared there was little surprise in the detail. Mrs Barton had noted the potential to encourage young artists to display their work in local areas and felt that the Town Hall would be an excellent location, perhaps periodically replacing the 'Grassington-specific' artwork on general display. Unfortunately, a potential contact for the development of local policies, affecting village halls, had not responded to a subsequent message. Trustees confirmed their interest in any such opportunity to display new art.

14. Date and time of next meeting

The next meeting of Trustees will take place at **7pm on Monday 11th February 2019.**

The meeting closed at 8.40pm.

DPW/VG 15th January 2019.