

## **TOWN HALL COMMITTEE**

A Meeting of the Town Hall Committee was held in the Town Hall, Stokesley on Monday 27 November 2017 commencing at 10 am

### **TOWN HALL COMMITTEE MEMBERSHIP**

Cllr Stewart Brennan, Cllr Mike Canavan, Cllr Alex Chisholm and Cllr Andy Wake.  
Town Hall Management Committee Representatives – Mrs Dorothy Blakey, Mr Jim Miller and Mr Ken Ridgeway.

**Present:** Cllr Stewart Brennan, Mike Canavan and Andy Wake  
Mr Jim Miller, Mr Ken Ridgeway and Mrs Dorothy Blakey.  
Assistant Clerk –Mrs Debbie Young.

### **1/27/11/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Chisholm.

### **2/27/11/17 MINUTES FROM THE MEETING HELD ON 2 OCTOBER 2017**

Agreed as a true and accurate record.

### **3/27/11/17 FORWARD MAINTENANCE / IMPROVEMENT PLAN**

The desk to be ordered, the Stokesley Rose to be used as the design on the front panel **Agreed.**

A further automatic door closer to be ordered for the kitchen/Jack Brunton room door **Agreed**

The Town Hall Management committee would like bar refurbishment adding to the forward maintenance plan. Mr Miller quoted approx. costs of £5000. **Noted**

### **4/27/11/17 FIRE ASSESSMENT**

The Clerk had circulated an update on the outstanding action following the Fire Assessment that took place on 11 September 2017. It was noted that there were only two outstanding actions which were currently been addressed.

- a) As a temporary solution the Stewards have a (new) wireless cut-out switch which they can activate to stop the Audio/PA system in the Main Room in the event of a fire alarm. A permanent solution is under discussion with Wooleys.
- b) Fire Exit from upper floor via Bar room. After a site inspection it was agreed that there was no obvious way to modify the existing landing area to accommodate 2x wheelchairs side by side. Councillor Wake offered to contact the Fire Officer to clarify requirements. Also noted that the Fire Officer is planning to attend the 8<sup>th</sup> January Town Hall Management Advisory Committee.

Mr Ridgeway was thanked for installing the new automatic door closures. **Noted.** Inspection/test of the torch in the loft area was to be added to the Stewards' check lists. **Noted**

### **5/27/11/17 FEEDBACK / MATTERS ARISING FROM THE MANAGEMENT COMMITTEE MEETINGS**

The proposed changes to the Town Hall Management Committee Constitution were reviewed and discussed. Mr Miller to make final adjustments to the constitution, a copy will then be distributed to the Trustees for approval. **Noted.** Mr Miller reported the friends quiz night was another successful event raising over £400. **Noted**

Mr Miller and Mr Ridgeway to examine loft access following Harrison & Johnsons loft survey. (Awaiting a more detailed report from Harrison & Johnson) **Noted** The Banners displayed around the Town Hall – Mr Ridgeway to look at ways of improving the appearance and report back **Noted**

The WI quilt is now in situ to be officially handed over on 7<sup>th</sup> December. **Noted**

### **6/27/11/17 FEEDBACK / MATTERS ARISING FROM THE TRUSTEES MEETINGS**

Cllr Canavan to distribute Trustees annual report to the committee **Noted.**

### **7/27/11/17 FEEDBACK FROM THE FINANCE COMMITTEE**

Julie and Cllr Brennan to review gas /electricity contracts **Noted**

The living wage has increased leading to increase salary costs. **Noted**

A provision of £15000 has been added to the budget for 2018/19 for bar refurbishment, tables and chairs, and other costs. Debbie to look at grant funding. **Noted**

Revenue has increased due to the craft fairs and music events – Thanks was given to Julie and Debbie for their ongoing efforts. **Noted**

The room let hire charges will remain the same, with the introduction of non local, non charitable rates in April 2017. Licence fee to increase to £25 per annum. All users will be sent a letter stating that as of January 2019 all rates will be charged at a non charitable rate unless a charity number is given. **Agreed**

Cllr Canavan advised expected income for 2017/2018 to be £61 000, and outs to be £78 000 Therefore an expected shortfall of £17 000 transfer from MLT. **Noted**

### **8/27/11/17 TOWN HALL EVENTS**

- a. Happy Cats and Persuaders were once again well supported and have been booked again for next year. **Noted.**
- b. A full programme of Events is now in place and we are currently looking at new advertising mechanisms – i.e. the Market Place, Now and Then magazine and local media. **Noted.**

### **8/02/10/17 FUNDING STREAMS**

We continue to look for grants and funding streams that may be available for Town Hall Schemes and would actively look for funding for bar refurbishment, the new tables and chairs and carpets. **Noted.**

The meeting closed at 11.20am.

Signed .....

Date .....