

TOWN HALL AND MANORIAL LANDS TRUST

A Zoom Meeting was held on Thursday 2 July 2020

Present: Cllrs Ian Blakemore, Mike Canavan, Sean Carey, Bryn Griffiths, Chris Johnson, Nigel Johnson, David Oxley and Karen Robinson.

Clerk –Mrs Julie McLuckie.

1/02/07/20 APOLOGIES FOR ABSENCE

RESOLVED that the apologies for absence from Cllrs Sowerby and Wake be received and accepted.

2/02/07/20 MINUTES OF THE PREVIOUS MEETINGS

RESOLVED to approve the minutes of the meeting held on 4 June 2020.

3/02/07/20 FINANCIAL STATEMENTS

- a. **RESOLVED** that the monthly financial statements for June 2020 be agreed.
- b. **RESOLVED** that the shortfall due to lack of income was discussed and noted. Both the Town Hall and Manorial Lands Trust had received a £10k grant, however, this would not cover the losses and both Trusts would have to rely on utilising some of the reserves.
- c. **RESOLVED** that the end of year financial forecasts for each of the Trusts would have to be updated in light of the COVID 19 pandemic. Both Trusts would have a shortfall against the predicted income despite receiving a £10k grant. Trustees would continue to review the budgets for both Trusts on a monthly basis.
- d. **RESOLVED** that Trustees reviewed the current job list for the Town Hall and concluded that the fitting of the Balustrade at the top of the stairs should take priority as this has been identified as a risk. Cllr Griffiths agreed to donate £1k towards this project from his North Yorkshire County Council (NYCC) budget allocation. The Clerk would arrange for this to be installed as soon as possible. The Town Hall Trust has received a grant of £3k from Hambleton District Council (HDC) towards the accessible toilet refurbishment. This scheme needs to be completed by March to receive the payment, so it was agreed that quotes be obtained with a view to completing this work early next year to meet the deadline. All other projects were currently on hold and would be reviewed in due course.

4/02/07/20 REVIEW OF ACTIONS FROM LAST MEETING

No further updates.

5/02/07/20 TOWN HALL TRUST

- a. Town Hall Re-opening – following recent Government guidance the Clerk had started to review the requirements to enable the safe re-opening of the Town Hall to Hirers. **RESOLVED** that the Clerk would carry out a full risk assessment which would be

circulated to the Health and Safety Committee for approval then a copy would be provided to all Town Hall Users. A new cleaning regime has been developed and entry and exit times will be staggered to ensure there is no congestion in the entrance area. A 30-minute cleaning time will be allocated between each room hire to enable the Stewards to disinfect all touch surfaces etc. All Hirers would also be asked to complete a risk assessment specific to their group which would include a diagram for the agreed room layout and the Clerk was happy to meet with Event Organisers to discuss the new regime etc as required. Each risk assessment will be circulated to the Health and Safety Committee for approval. Based on the completion of this work it was agreed to introduce a phased return to Town Hall Users starting with Slimming World on 5 August 2020. The Clerk would then liaise with the other Groups and agree with them a start date for their return.

- b. Town Hall User Questionnaire – **RESOLVED** that the responses to date be received. It was noted that all Users have confirmed their wish to return and as detailed above Users would be welcomed back on a phased return.
- c. Anti-Viral Fogging Systems – Cllr Blakemore would provide further details including costs associated to the Town Council meeting on 14 July 2020.
- d. Staffing Update – **RESOLVED** that the Town Hall Steward currently furloughed should remain on furlough until the Town Hall re-opens fully or such a time as his services are required. Trustees formally thanked Mr Bill Atkinson and Mr Phil Bratt for the work they had done during the pandemic and for going above and beyond what they are contracted to do.

6/02/07/20 MANORIAL LANDS TRUST

- a. Market Update –
 - i. Friday Market – the Clerk reported that following the trial of two different layouts a preferred set-up was now agreed and working well. All the full-time stall holders have returned apart from the Pet Stall who has taken the decision to retire. Two Casual Stalls have signed the agreement to now become full time and the Clerk continues to invite Casual Stall Holders if there is sufficient room for them to attend safely. **RESOLVED** that the Clerk continues to monitor the Friday Market and will continue to make improvements as required.
 - ii. Farmers Market – a representative from Northern Dales Farmers Market had attended the Friday Market on 26 June 2020 to review the new layout. **RESOLVED** that the Northern Dales Farmers Market would now follow the same layout as the Friday Market.
- b. Levenside Update – Cllr Oxley advised members that the pre-application response had been received and there were only a few items to clarify. The consultants are now working on a final design which would be circulated for consideration hopefully by the end of the month. Public consultation will then have to take place prior to submitting the final planning application. **RESOLVED** that as soon as the final design proposal was received a public consultation exercise would take place either in the

Town Hall or out on the Plain or Old Market Square prior to submitting the planning application.

- c. Stokesley Fair Update – **RESOLVED** that the Clerk confirmed that the agreed letter had been sent to Mr Crow but that to date no response has been received. The Clerk would contact Mr Crow on 20 July 2020 if we still have not received a response.
- d. **RESOLVED** that the trustees formally thanked the Clerk for all her efforts on behalf of both trusts in dealing with the issues resulting from the Covid-19 pandemic.

7/02/07/20 E-MAIL DECISIONS

Following the Trustees meeting on 4 June 2020 the Clerk was asked to look at the options regarding furloughing the remaining two Stewards prior to the deadline of 10 June 2020. The Clerk circulated two options for Trustees to consider on 9 June 2020: Option one – Continue to employ our two Stewards and utilise them to fulfil the elements in the report and assist HDC with other areas as required when the High Street re-opens in the next couple of weeks.

Option two – furlough both Stewards from 10 June 2020 for a period of three weeks then consider bringing one or both of them back part-time utilising the part-time furlough scheme at that point. The only issue with this is the Market set up for the next three weeks?

RESOLVED that 6 Trustees (Cllrs Carey, C. Johnson, N. Johnson, Robinson, Sowerby and Wake) voted in favour of Option one and four (Cllrs Blakemore, Canavan, Griffiths and Oxley) for Option two, therefore it was agreed that the two remaining Stewards remain employed in the Town Hall and were not furloughed.

The meeting closed at 8.45 pm

Signed Date