

## TOWN HALL COMMITTEE

A Meeting of the Town Hall Committee was held in the Town Hall, Stokesley on Monday 29 January 2018 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 Mike Canavan.

Mr Jim Miller, Mr Ken Ridgeway and Mrs Dorothy Blakey.

Clerk –Mrs Julie McLuckie.

### 1/29/01/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Brennan and Chisholm.

### 2/29/01/18 MINUTES FROM THE MEETING HELD ON 27 NOVEMBER 2017

Agreed as a true and accurate record.

### 3/29/01/18 FORWARD MAINTENANCE / IMPROVEMENT PLAN

The plan was reviewed, and it was noted that the desk was in production and should be installed in the next couple of weeks. **Noted.**

It was agreed to obtain a price for secondary glazing on the office window. **Agreed.**

The Clerk was asked to review the paperwork regarding the roof survey and report back on what was the agreed scope. Mr Ridgeway and Mr Miller would design a proposal to enable permanent access to the loft area so that the lights and electrics as well as the roof could be regularly checked safely. **Agreed.**

The repair to the sky light was added to the forward plan at the agreed cost of £70. **Agreed.**

### 4/29/01/18 FEEDBACK / MATTERS ARISING FROM THE MANAGEMENT COMMITTEE MEETINGS

The Town Hall Management Committee had a new member from the WI. **Noted.**

The Friends of the Town Hall had raised £479 at the Christmas Mulled Wine Event. **Noted.**

The final draft of the constitution should be available for the April meeting. **Noted.**

Mr Miller had submitted the Town Hall for a HDC Community Award, the presentation evening would take place on 27 March 2018. Mr Miller was thanked for submitting the entry. **Noted.**

Fire Safety – awaiting dates from the Fire Service to come and discuss making the Bar Area a safe room. **Noted.**

Banners – Mr Ridgeway submitted a proposal for banners to be installed on the High Street side of the Town Hall to replace the current system of placing banners on the front of the building. The design proposal would be circulated to Trustees for their consideration. If Trustees agreed the proposal the next stage would be to speak to the Planning Department to seek advice on planning permission requirements. If Trustees were not in favour of the proposal it was agreed to look at having a uniformed approach to banner size providing users with a year’s notice. **Agreed.**

**5/29/01/18 FEEDBACK / MATTERS ARISING FROM THE TRUSTEES MEETINGS**

Cllr Canavan advised members that Trustees had received an update following the Fire Assessment and this would also be discussed at the Health and Safety Committee. Trustees had also approved the budget and the new Town Hall charges. The Clerk had written to all Users to inform them of the new charging structure. **Noted.**

**6/29/01/18 TOWN HALL BUDGET FOR 2018/19**

Cllr Canavan advised members that the budget now included a break down for the Bar Sales and Ticket Sales. The budget line for Repairs & Services and Fixtures & Fittings have now been joined. The national living wage would increase in April and this was reflected in the staffing costs. Trustees had agreed to cease purchasing papers for the Town Hall as the Library offer this service. **Noted.**

**7/29/01/18 TOWN HALL EVENTS**

- a. Christmas Events had been well supported. **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.**

**8/29/01/18 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 11.10 am.

Signed .....

Date .....