

TOWN HALL AND MANORIAL LANDS TRUST

**A Meeting was held in the Town Hall, Stokesley, on Thursday
The 1 February 2018**

Present: Cllrs Mike Canavan, Sean Carey, Bryn Griffiths, Chris Johnson, Carol Lewis, Caroline Seymour and Graham Sowerby.
Clerk –Mrs Julie McLuckie.

1/01/02/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Ian Blakemore, Stewart Brennan, Alex Chisholm and Andy Wake.

2/01/02/18 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 19 December 2017 were agreed.

3/01/02/18 FINANCIAL STATEMENTS

The monthly statements for December 2017 and January 2018 were agreed.

4/01/02/18 REVIEW OF ACTIONS FROM LAST MEETING

1. The Actions List and Updates were received and noted.

5/01/02/18 TOWN HALL TRUST

1. Town Hall Committee – the minutes from the meeting held on the 29 January 2018 were noted. Pictures of the Stewards desk had been circulated and it was hoped that this would be installed in the next two to three weeks. **Noted.**
It had also been agreed to secure quotes for secondary glazing to be installed in the Clerk's office to stop the current ongoing draft problem. **Noted.**

The Town Hall Management Committee (THMC) had raised their concerns regarding the roof access which had come to light during the recent roof survey when the whole roof could not be reviewed because it was inaccessible. The THMC would like to secure quotes for a permanent access and safe working area to be installed in the loft area. This would also mean that the chandelier lights could be regularly checked along with the electricians and the lowering mechanism utilised when changing bulbs. Trustees agreed that this work should be completed. **Agreed.**

It was noted that the Friends of the Town Hall had raised £479 at their mulled wine event and they were thanked for their continued support and efforts. **Noted.**

The THMC were in the process of finalising the re-drafted constitution which they aim to submit to the Town Hall Committee meeting in April. **Noted.**

The Clerk updated Members on the proposal to make the Bar Area the designated 'safe room'. The Fire Inspection officer who conducted the staff fire marshal training course reviewed the room and confirmed that if the doors from the Main Hall to the Bar Area were fitted with the appropriate seal then the room could be used as the 'safe area'. The Clerk would arrange for the seal to be fitted. **Noted.**

Banners – the THMC had circulated a proposal to try and eliminate the current situation regarding promotional banners which are hung on the front of the Town Hall. Members agreed that the banners often look 'tatty' and the larger ones are dangerous to hang as the Steward must use a double ladder. Members did not agree the proposal from the THMC as this would require Listed Building Consent which they did not think would be achieved and portrait banners were not as easy to read and would not have the impact as the ones hung on the front of the building. However, Members did agree that we should have a uniformed size for banners and install appropriate brackets to hang them on. The banners should only be installed on the lower level ensuring they are not covering the new spot lights. **Agreed.**

2. Nationwide 'Pop-up Branch' – two trial sessions would take place on 6 and 20 February 2018. The Clerk had circulated the information to local businesses and erected posters as well as promoting through our website. **Noted.**

6/01/02/18 MANORIAL LANDS TRUST

1. Market Update

- a. Friday Market – The market has seen an increase again in the number of regular attendees and it is hoped that this will continue through the summer. The Clerk assured Members that salting had taken place during recent icy weather conditions but noted that this is not always effective, and we would continue to have salt available for them if required. **Noted.**

- b. Farmers Market – continues to be a success and is very well supported and the aim is to introduce the new extended market from March. **Noted.**
- 2. Levenside Update – Cllr Brennan would draw up a specification that we could then go out to tender with. The Clerk would then look to secure grants for the proposed scheme. The Clerk would liaise with the Environment Agency regarding the repairs to the river wall. **Noted.**
Cllr Griffiths raised his concerns regarding the increase in mole activity across the whole of the Town but in particular along the riverside. The Clerk would contact a local pest controller to seek advice on how to terminate the problem. **Noted.**
- 3. Cobbles
 - a. Packhorse Bridge – the Clerk had contacted Fodens seeking a date when they could commence this work. **Agreed.**
 - b. The Clerk had also requested a quote for various areas across the Town that need repair. Cllr Canavan would also supply photographs of some areas on West Green which need repair and are the responsibility of NYCC. **Noted.**
- 4. The correspondence from Fergusson Co Ltd regarding the liquidation of CPNB Leisure circulated on 10 and 18 January 2018 was received. **Noted.** The Clerk would arrange a meeting with the new proprietors to discuss both bins and licence. **Agreed.**
- 5. The letter from the Rotary Club of Stokesley regarding the ‘Celebration of Youth’ Event scheduled to take place on 14 July 2018 circulated on 18.1.18 was received. Members supported use of the Plain area subject to confirmation that all the appropriate risk assessments, method statements and insurance were in place. **Agreed.**

The meeting closed at 8.00 pm

Trust Meeting Actions

Minute No. Date Agreed	Task	Lead Councillor	Responsible Committee	Expected date for completion	Status
4/03/09/15 1.	Bins Obstructing Parking Bays – Clerk to write to Mr Howard requesting that the bins be moved. Letter sent on 7.9.15. Bins still not removed, to consider next step. Agreed to send a letter from our Solicitor requesting that the bins be removed within a maximum of three months.	Clerk	Parking Working Group		The Clerk has spoken to the bin company who are going to remove the bins. Ongoing.
5/06/04/17	Trustee Eligibility and Compliance with Charity Commission Guidelines	Clerk	Trustees		Further information received from YLCA. The Clerk would seek clarification regarding our arrangements and report back. Ongoing.