



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 22nd January 2024
Time: 5.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: Councillor Bradley
Councillor Chapman
Councillor Moss (Chair)
Councillor Newcombe
Councillor Payne (Mayor of Wetherby)

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk

MINUTES

1. **Apologies** – None.
Local Government Act 1972, s 85 (3)
2. **Declarations of interests and requests for dispensations** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
3. **Public Participation** - None.
Public bodies (Admission to Meetings) Act 1960, s1 (3)
4. **Minutes.**
Local Government Act 1972, Sch 12, para. 41 (1)
The minutes of the Town Hall Management Committee meeting held on *Monday 4th December 2023*, as approved by Full Council on *Tuesday 12th December 2023*, were **RECEIVED**.
5. **Matters arising from the last meeting.**
 - 5.1 **Soup Kitchen.**
It was **NOTED** that interest in supporting the implementation of a soup kitchen has been expressed by 'Wetherby in Support of the Elderly' (WISE) and a local food bank. However more consideration is needed to be given to the logistics of running it.

Clerk to continue considering provision and funding opportunities.
6. **Facilities Management.**
 - 6.1 **Facilities Manager Report.**
The contents of the report from the Facilities Manager was **RECEIVED** and **NOTED**.
 - 6.2 **Items raised in the last meeting.**
It was **NOTED** that the Facilities Manager has left the role and as such, there were no items to update on at this time.
 - 6.3 **To receive and consider latest inspection reports and PPM tracker.**

The committee was informed that the Facilities Caretaker has taken over the PPM tracker and it is working through it while the Clerk is working on updating the most recent inspection spreadsheet.

It was **AGREED** to receive an update on these items in the following meeting on *Monday 19th February 2024*.

7. Refurbishment Works.

7.1 To consider payment of invoices from Aaron Access Ltd.

It was **NOTED** that the final invoice from Aaron Access Ltd, with offered reduction in price, came to £27,087.98 plus VAT.

It has also been noted that since the works have been completed, the ceiling tiles within the Town Hall appear to have been damaged, which has resulted in some tiles falling or being removed.

As proposed by Councillor Newcombe and seconded by Councillor Chapman, it was **AGREED** that the Clerk responds to Aaron Access to query the damage to the ceiling tiles and request that final invoice needs to be resubmitted with the corrected date, and detailed itemised list, explicitly stating the breakdown of payment.

7.2 MAP Renovations and Electrical Contractors Leeds Ltd.

It was **NOTED** that as agreed and signed off, the payment for MAP Renovations and Electrical Contractors Leeds Ltd has been paid.

Assistant Clerk left the meeting at 6:08pm

Assistant Clerk rejoined the meeting at 6:09pm

7.3 Roofing works.

The Committee were informed that from initial checks, it appeared that the source of the leak originates from the join between the flat roof and the pitched roof. Quaker roofing quoted £530 for an in-depth check to ensure the leak is resolved.

It was proposed by Councillor Moss and seconded by Councillor Newcombe that the council progress with the check.

8. Electrical Test Reports.

The Committee were informed that while the test report from JC Electricals came back fine, concerns were raised during the testing of the emergency lights, with 24 lights failing since the last 5-year report.

It was **AGREED** for the Clerk to begin getting quotations for a new electrical 5-year report, the repair of 24 emergency lights, and survey of electrics.

9. Town Hall artworks workshop.

The Art workshop was held at 5pm on *Monday 22nd January 2024*. Proposed changes to arrangement of artwork within the Town Hall were received.

Of note, is that the Royal family tree will not be redisplayed due to its being damaged and out of date. It was **NOTED** that councils can apply for the new portrait of his Majesty the King in February and **AGREED** that this could be erected in the corridor in place of the family tree.

All in favour to the proposed changes. One abstained due to preference of keeping the walls clear.

10. Energy Audit.

The Energy Audit was **RECEIVED** and **NOTED** by the committee.

It was noted that the Town Halls current energy rating is C. Recommendations to improve the rating from the previous Facilities Manager were received.

It was **NOTED** that the installation of the automatic door will improve insulation and aid in reducing heating costs.

11. Finance.

11.1 List of payments.

Councillors **RECEIVED** and **NOTED** invoices of payments made between *Tuesday 5th December 2023* and *Monday 22nd January 2023*. Of note are the following payments:

- IB3 12-23 – Pickering Lifts - £1047.84.
- IB16 12-23 – MAP for plastering works - £9,860.00.
- IB4 12-23 – Amazon for Cordless vacuum cleaner - £254.98.
- IB19 01-24 – Drone footage for roofing inspection - £69.00.

It was proposed by Councillor Chapman and seconded by Councillor Payne that these payments be accepted.

11.2 Bookings and Financials.

The following information was **RECEIVED** and **CONSIDERED**.

11.2.1 Profit and loss accounts.

11.2.2 Income and expenditure reports.

11.2.3 Summary of bookings.

It was **NOTED** that there is a slight error in the summary of bookings dates. The Committee received an up-to-date version of the summary.

NOTED that usage of the Town Hall was higher in November than in December. Likely due to less hirers over the Christmas period.

12. Charging policy.

It was **NOTED** that the motion to review the decision to charge the Wetherby & District Branch of the Royal British Legion and St. James Parochial Church Council for their use of room did not receive enough signatures to proceed.

13. Action Plan.

Local Government Act 1972, Section 144

13.1 Action Plan.

The contents and adoption of the Action plan by Full Council on *Tuesday 12th December 2023* was **NOTED**.

13.2 To note items relevant to the Town Hall Management Committee.

It was **NOTED** that funds have been used for internal works to the Town Hall however it is still undecided when the roof and boiler will need replacing.

13.3 Consultation on future events.

The Committee was updated on current maintenance requirements of the building, including the need for immediate repairs to the roof to stop leaks, the need to source funds to cover the boiler, and longer-term plans such as the replacement of the roof. It was **NOTED** that no consultation is needed at this time but that the committee should be kept informed of maintenance projects.

The current priority for the Town Hall is to complete the window refurbishment and finishing the internal decorations.

14. **Items for information** – None.

15. **Next meeting.**

The date of the next meeting of the Town Hall Management Committee was confirmed as being on *Monday 19th February 2024* at 5:30pm in the Wetherby Town Hall.

The meeting closed at 6:51pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.