



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 25th March 2024
Time: 5.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

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

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk
Alison Waterfield, Administrator
1 member of the public

MINUTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Chapman.

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)

It was **AGREED** that the minutes of the Town Hall Management Committee meeting held on *Monday 19th February 2024* be accepted.

5. **Matters arising from the last meeting.**

5.1 **Soup Kitchen.**

Following a discussion with Wetherby Food Bank, it was **NOTED** that the planned time for the Town Hall's Soup Kitchen would clash with the warm space which will be provided by St James Church between 11:30am-1:30pm. A suggestion to provide tea, coffee and biscuits between 9:30am-11am was offered, however it was agreed that this would not meet the aims and objectives of the soup kitchen project.

It was **AGREED** to put the project on hold with the view to monitor the success of St James Church's warm space and review the feasibility and staffing requirements of the Town Hall's Soup Kitchen in July 2024.

5.2 Hearing loop.

The Committee received a verbal report on the findings from the hearing loop survey performed by Contacta Systems Ltd on *Wednesday 13th March 2024*. It was **NOTED** that due to the Town Hall's structure, a system inbuilt into the floor cannot be installed however it was advised that three individual systems can be installed onto the wall of each room at a quoted cost of £5,040.50 + VAT.

Following a proposal by Councillor Newcombe, seconded by Councillor Bradley, it was **AGREED** to proceed with installing an individual system in each hire room of the Town Hall in order to be compliant with legal requirements.

6. Facilities management and maintenance.

6.1 Report on the meeting with Maddison James Associates Ltd.

The Clerk reported on a meeting with a member of Maddison James Associates. Notably, that waterworks from 2023 have been completed and signed off. It was advised that a new soak away may be required to improve damp caused by lack of adequate drainage.

It was also estimated that the Town Hall's current roof will last until 2030. However, it was advised that smaller repairs should be made at this time to protect building's infrastructure while a long-term plan to complete a full roof repair is devised. It was estimated that a full roof repair could cost up to £270,000. However, it was **NOTED** that a full roof repair opens up more funding opportunities than smaller repairs. This includes funding opportunities to install solar panels and heat pumps into the roof as part of its repair works.

6.2 PPM tracker

The Committee **RECEIVED** and **NOTED** updates to the Town Hall's maintenance recorded in the PPM tracker.

Of note:

- The lift inspection has been completed with no concerns raised.
- The heating level of the boiler has been increased.
- An emergency light survey was partially completed. The surveyor will follow up after the fixed wire testing has been completed.
- Environment health inspection for the WISE Café was completed and returned a 5-star rating.
- Works to create a community corner have been completed.
- The dishwasher in the kitchen has been unplugged and is not to be used due to an incompatibility with the Town Hall's wiring.

6.3 Town Hall roofing works.

Town Hall roofing works were discussed in part under agenda item 6.1.

It was **NOTED** that while a number of potential suppliers had been contacted, the requirements of the works limit the number of suppliers qualified to commence works. The Clerk will continue working with Maddison James Associates Ltd to find a fit for purpose roofing contractor and identify further funding applications.

As proposed by Councillor Bradley and seconded by Councillor Newcombe, it was **AGREED** that a quotation is requested from a member of the Maddison James Associates LTD to assist with a temporary roof repair assessment and manage the long-term strategy for the roof.

6.4 Refurbishment works.

It was **NOTED** that Aaron Access has completed the rectification works to the Town Hall's ceiling tiles and have since been paid.

6.5 Security alarm system report.

Annual testing of the security alarm system was completed on *Thursday 28th February 2024*. All systems are in order.

7. Wetherby 200 – Commemoration of the Great Sale of Wetherby.

A proposal was received from the Civic Society requesting that a new plaque is installed on the exterior wall of the Town Hall to commemorate the Great Sale of Wetherby. The plaque is proposed to be paid for by the Civic Society.

The committee **AGREED** that they approved of the proposed plaque and its installation in principle, subject to further discussions on the costings being agreed.

8. Finance.

8.1 List of payments.

8.1.1 To approve a list of payments.

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 20th February 2024* and *Tuesday 26th March 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- IB6 2-24 – Insurance Reimbursement - £4,579.43
- IB11 2-24 – Fading Footprints Ltd - £2,622.00
- IB11 3-24 – Salary recharge December Council - £2,440.66
- IB17 3-24 – Marsland Timber & Building Supplies - £9.36
- IB6 3-24 – Bullen Conservation Ltd Final Retention payment - £4,708.38

It was proposed by Councillor Bradley and seconded by Councillor Moss that these payments be accepted.

8.1.2 Non domestic rates annual bill for 2024/25.

A bill for the annual non domestic rates for 2024/25 was **RECEIVED** and **NOTED**.

As proposed by Councillor Bradley, seconded by Councillor Newcombe, it was **AGREED** that the payment of £202.09 could be paid in instalments by direct debit.

8.1.3 Business Stream – Water supply.

An invoice of £2,783.42 was received by the committee from Business Stream for the water supply balance.

It was **NOTED** that Business Steam had previously performed a meter reading however it was agreed regular meter readings should be performed as part of monthly facilities checks to ensure accuracy.

It was **AGREED** to increase monthly payments to £450 to pay off the balance.

8.2 Bookings and financials.

It was **AGREED** that agenda items 8.2.1 and 8.2.2 be deferred to an extraordinary meeting of the Town Hall Committee on *Tuesday 16th April 2024*.

8.2.1 Income and expenditure reports.

8.2.2 Summary of bookings.

9. **2024/2025 Town Hall budget.**

It was **AGREED** to defer agenda item 9 to an extraordinary meeting of the Town Hall Committee on *Tuesday 16th April 2024*.

10. **Use of Wetherby Town Hall by community organisations.**

10.1 **St James PCC.**

It was **NOTED** that St James Parochial Church Council (PCC) will be using Wetherby Town Hall for their Annual General Meeting on *Thursday 25th April 2024*.

In response to the decision to charge St James PCC for the use of Wetherby Town Hall hire rooms, it was proposed by a member of St James Parochial Church Council that the proceeds of a church collection could be paid instead.

As proposed by Councillor Payne and seconded by Councillor Bradley, it was **AGREED** that payment could be received in the form of a collection.

10.2 **Wetherby Beer Festival.**

A request to utilise the Wetherby Town Hall Foyer for the purposes of selling tickets for the Wetherby Beer Festival.

It was noted that the foyer has become a desirable space since the refurbishment and may require payment for hiring out however it was suggested that the Old Men's Parliament building in the Garden of Rest is underutilised and holds a central position that may be beneficial for activities such as selling tickets. It was noted that there would be no change for using the Old Men's Parliament.

Following a discussion, it was **AGREED** for the Clerk to suggest the use of the Old Men's Parliament for the sale of tickets to the Beer Festival with a view to review the use of spaces from 2025.

10.3 **Wetherby U3A.**

As discussed in agenda item 10.2, it was agreed that recruitment activities by Wetherby U3A could take place within the Garden of Rest.

11. **Items for information.**

11.1 **Correspondence – WISE.**

Correspondence sent to 'Wetherby in Support of the Elderly' (WISE) on *Tuesday 13th February 2024* on the occasion of their 20th Anniversary was **NOTED**.

12. **Next meeting.**

12.1 **Date of next meeting.**

It was **AGREED** for an Extraordinary meeting of the Town Hall Management Committee to be held on *Tuesday 16th April 2024* at 5:30pm in the Wetherby Town Hall.

12.2 **Annual Parish Meeting.**

It was **NOTED** that the refurbished Town Hall Foyer will be opened at the Annual Parish Meeting on *Monday 8th April 2024*.

The meeting closed at 7:01pm.

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