



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING AGENDA



Date: Monday 20th May 2024
Time: 5:30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Dear Sir/Madam,

You are invited to attend a Town Hall Management Committee Meeting for the purposes of determining the agenda items listed below.

This Committee has overall responsibility for the management of Wetherby Town Hall in accordance with relevant legislative requirements, regulations, and guidelines.

Yours sincerely

Rowann Fitzpatrick, Assistant Clerk to the Town Council

15th May 2024

AGENDA

1. **To receive apologies and approve reasons for absence.**
Local Government Act 1972, s 85 (3)
2. **To receive any declarations of interests and consider requests for dispensations.**
*Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20*
3. **Questions or comments from members of the public, relating to the work of this committee.**
Public bodies (Admission to Meetings) Act 1960, s1 (3)
4. **Minutes.**
Local Government Act 1972, Sch 12, para. 41 (1)
To receive the minutes of the Town Hall Management Committee meeting held on *Tuesday 29th April 2024*.
(Paper circulated).
5. **Matters arising from the last meeting.**
 - 5.1 **Warm Spaces Project.**
- *No new updates to be received.*
 - 5.2 **Hearing Loop.**
To receive and consider an updated quotation with VAT exemption for the provision of the hearing loop system in Wetherby Town Hall.
(Paper circulated).
 - 5.3 **200th Anniversary of the Sale of Wetherby Commemorative plaque.**
To receive and consider the updated plaque design to commemorate the great Sale of Wetherby.
(Paper circulated).

5.4 Wetherby Town Hall artwork arrangement.

To receive correspondence from a member of the public regarding the installation of Quintin Rhodes in the Bramham Room.
(Paper circulated).

6. Facilities management and maintenance.

6.1 Lift lighting investigation.

To receive an update on the quotation from Pickering Lifts for the advised investigation into the lift lighting.
(Paper circulated).

6.2 Steps at front of Town Hall.

To consider requirement for extensive maintenance works.

6.3 PPM tracker.

To receive and consider latest inspection reports and PPM tracker.
(Paper circulated).

7. Bookings & Finance.

7.1 List of payments.

To consider and approve the list of payments between *Tuesday 30th April 2024 and Monday 20th May 2024.*
(Paper to follow).

7.2 Summary of bookings.

To consider bookings information for April 2024.
(Paper circulated).

8. 2024/2025 Town Hall budget.

To receive and approve the amended Town Hall budget proposal for the next financial year.
(Paper to follow).

9. Items for information.

10. Date of next Town Hall Management Committee meeting.

To be confirmed as being on *Monday 24th June 2024* at 5:30pm in the Wetherby Town Hall.

Councillors must declare any interests on specific agenda items and these interests will be noted in the minutes. They must disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. They must also declare any other significant interests which they wish to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

Members are reminded that Wetherby Town Council has declared a climate and biodiversity emergency and as such must be mindful of its duties under the [Environment Act 2021](#).

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol and code of practice for the use of recordings by third parties is available from the Town Clerk.