



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 19th February 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
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 22nd January 2024* be accepted.

5. Matters arising from the last meeting.

5.1 **Soup Kitchen.**

It was **NOTED** that 'Wetherby in Support of the Elderly' (WISE) provisionally agreed to provide up to £1,500 in funding towards the provision of the soup kitchen, however depending on the duration of the Soup Kitchen project, additional funding would need to be sourced to cover any ongoing costs. Clerk to continue contacting local organisations for funding opportunities.

The committee also identified the need for staffing. It was **RESOLVED** that holding the Soup Kitchen on Thursdays for 3 hours would be preferable with Wetherby Food Bank aiming to provide staffing. However, the longevity of the project, and the effect it has on the market and local cafes would need further consideration.

It was proposed by Councillor Newcombe, and seconded by Councillor Bradley, that the Soup Kitchen commences the week beginning the *25th March 2024*, subject to funding being received from WISE, and adequate staffing, both from the Town Council and the Food Bank, being confirmed.

Councillor Payne offered to take part on the first session on *Thursday 28th March 2024*.

6. Facilities Management.

6.1 PPM tracker.

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

Of note:

- Concerns were raised as to how gentle the window cleaners were being when washing the Town Hall's windows. The Town Hall's windows are notably old and special care is needed when working on them.
- It was **NOTED** that the boiler needs to be replaced in the upcoming years. The estimated cost to replace the boiler is approx. £65,000. The Clerk has begun to research funding opportunities to cover this.
- It was **NOTED** that a quinquennial report of the Town Hall's building condition will need to be done next year.

6.2 Facilities reporting.

No other updates on the Town Hall's facilities were received.

6.3 Town Hall roofing works.

A member of Maddison James Associates was contacted to sign off on the outstanding works from Bullen Conservation. The only outstanding item remaining was the painting of rainwater goods however this was abandoned due to their condition.

An invoice for the sign-off of works from Maddison James Associates, and a final invoice for Bullen Conservation's outstanding works is expected to be received in the near future.

A contractor has been identified and lined up for the repair of the roof. It has been agreed at this stage for scaffolding to be erected to allow the contractor to complete some chimney repairs and check the extent of roofing works that are required. Permits to close parking spaces on the north side of the Town Hall has been requested in order to erect the scaffolding. The member from Maddison James Associates has also agreed to some joint working, to ensure the correct outcome for the roof is met.

Maddison James associates has advised that patching felt of the flat roof, while not a long-term solution, will add 2 to 3 years to the lifespan. It was **NOTED** that the roof repair should be prioritised over the replacement of the boiler, as ensuring the building is watertight will reduce internal damage to the building.

It was **AGREED** that once a date has been arranged for the roof to be surveyed, that an extraordinary meeting should be arranged to consider and agree recommendations.

7. Refurbishment works.

It was **NOTED** that Aaron Access has agreed to rectify ceiling damage resulting from the recent refurbishment works. The ceiling tiles had not been securely fixed in position, resulting in them coming loose during recent high winds. It was **AGREED** that their invoices for the works be approved for payment once the rectification is complete.

8. Electrical Test Reports.

8.1 Exclusion of press and public.

Public Bodies (Admission to Meetings) Act 1960.

It was **RESOLVED** to exclude the press and public for the duration of agenda item 8.2.

8.2 To consider quotations received for the fixed electrical testing.

Quotations were received and considered for the purpose of carrying out fixed electrical testing.

8.3 To appoint a contractor to carry out fixed electrical testing.

It was proposed by Councillor Newcombe and seconded by Councillor Payne that Heron Electrical Ltd be appointed.

8.4 Emergency lighting.

The Committee was informed that a contractor has arranged to visit the Town Hall the week beginning the *19th February 2024* to conduct a survey of the emergency lights. Clerk to update the committee at the following meeting.

9. Finance.

9.1 List of payments.

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 23rd January 2024* and *Monday 19th February 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- IB11 2-24 - Fading footprints LTD - £2,622.00
- IB29 1-24 - Smith of Derby Ltd - £244.80
- IB6 2-24 - Wetherby Town Council - £4,579.43
- IB20 1-24 - PHS Group - £812.68

While not on the list of payments, the Clerk requested that the committee also approve an invoice from Maddison James Associates at £446.50 for the signing-off of 2021 building works.

It was also requested that payment IB20 1-24 for a dust mat be held until enquires as to its suitability be resolved.

It was proposed by Councillor Newcombe and seconded by Councillor Bradley that these payments, with the exception of IB20 1-24, be accepted.

Councillor Mulhall joined the meeting at 6:22pm

9.2 Bookings and financials.

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

9.2.1 Income and expenditure reports.

The committee received the current total funds held by the Town Council. It was **NOTED** that the Town Hall has had income of £114,000 year to date, and expenditure of £46,154 year to date however expenditure is expected to largely increase with the payment of Arron Access for the refurbishment works.

The Committee **AGREED** that the Town Hall's income and funding deficit should be the focus of the next meeting.

9.2.2 Summary of bookings.

The Committee requested that a breakdown in cost to operate hire rooms vs the cost of hire be added to the next agenda.

Committee members were reminded that, as per CIO guidelines, the aim of the Town Hall is not to make a profit but to ensure enough to ensure the ongoing operation and maintenance of the Town Hall.

10. 2024/2025 Town Hall budget.

It was **AGREED** to defer agenda item 10 to the following meeting on *Monday 25th March 2024*.

11. Items for information.

11.1 Hearing loop.

It was **NOTED** that an engineer from Contacta would be surveying the Town Hall to check what setup requirements are needed at a cost of £120.

11.2 Governance restructure.

It was **NOTED** that the Council was recently contacted regarding the Governance Restructure. Currently the Clerk is working to get the Town Hall's ownership registered with the Town Council on the land registry. Clerk will update as needed.

12. Next meeting.

The date of the next meeting of the Town Hall Management Committee was confirmed as being on *Monday 25th March 2024* at 5:30pm in the Wetherby Town Hall.

The meeting closed at 6:42pm.

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