



# WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



**Date:** Tuesday 16th April 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

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## 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)*  
It was **AGREED** that the minutes of the Town Hall Management Committee meeting held on *Monday 25th March 2024* be accepted.
5. **Matters arising from the last meeting.**
  - 5.1 **Warm Spaces Project.**

It was proposed to progress with the Soup Kitchen as a warm space run by Wetherby Food Bank serving hot drinks and toast. It was suggested to run the warm space in the Town Hall between 9am and 11am on Thursdays in order not to clash with the warm space service provided by St James Church.

It was **AGREED** that Wetherby Food Bank were welcome to run a warm space wholly operated by themselves however this would be subject to the standard charity/community rate for room hire.

Following a discussion, it was **RESOLVED** for Councillor Newcombe to liaise with Wetherby Food Bank to inform them of the Committees decision to allow them to run a warm space with an understanding that the committee will be reviewing the decision to run the Soup Kitchen in 3 months' time. Members of Wetherby Food Bank will be invited to the Town Hall Management Committee meeting on *Monday 15th July 2024* to discuss their proposal further.

## 5.2 Wetherby Town Hall Foyer.

It was **NOTED** that the refurbished Town Hall Foyer was opened at the Annual Parish Meeting on *Monday 8<sup>th</sup> April 2024*.

Thanks were expressed to the Clerk for arranging the meeting and the refurbishment.

## 6. Wetherby Town Hall artwork arrangement.

Committee members were informed that a portrait of his Majesty the King was delivered. Hanging instructions request that this portrait is hung in communal areas within the Town Hall.

As proposed by Councillor Newcombe and seconded by Councillor Bradley, it was **RESOLVED** that the portrait of His Majesty the King be hung on the first floor, to the left of the lift, and the portrait of Quintin Rhodes be hung in the centre of the Bramham Room.

It was **NOTED** that the portrait of Quintin was originally moved to the Deighton Room for its protection for the duration of the Town Hall foyer refurbishment works.

## 7. Emergency lighting system.

The design and an indication of material costs to supply a new emergency lighting system were **RECIEVED** and **NOTED** by the committee.

The Clerk will continue to obtain quotations from electricians in order to proceed with the best value option.

## 8. Finance.

### 8.1 Bookings and Financials.

The committee **RECIEVED** and **NOTED** an updated version of the below agenda items for February and March 2024.

#### 8.1.1 Income and expenditure reports.

#### 8.1.2 Summary of bookings.

## 9. 2024/2025 Town Hall budget.

A proposal for the 2024/2025 Town Hall budget was received. It was understood that the estimated income from Town hall bookings for the 2024/25 year is based on the average income from the previous 3 years.

Notable items include:

- The contract with Opus Energy is coming to an end, the proposed budget has taken into consideration estimated new contract costs.
- £5,000 has been included in the budget for fixtures and fittings to account for the quoted Hearing Loop system installation.
- The budget for waste removal has been removed due to confirmation receipt of free service for the 2024/2025 year as outlined in agenda item 11.
- The budget for legal services has accounted for the additional legal costs for the roofing works.
- The budget for the Town hall electrics has increased to account for ongoing required electrical works.

It was **NOTED** that additional funding for the boiler would need to be applied for. It was suggested that a specialist in grant funding could be hired on an ad hoc basis to identify and apply for further funding. Clerk to consider.

**10. Use of Town Hall hire rooms.**

The committee received a report on the running costs to maintain and operate Wetherby Town Hall's hire rooms. It was understood that the current hire charge of £11.25 for the Deighton and Micklethwaite rooms does not cover the minimum maintenance cost and need reviewing.

Following a lengthy discussion, the committee **RESOLVED** to make the following changes:

- That the charity/community rate for room hire be increased to £12.25 to be in line with the hourly rate of caretaker hire.
- That the commercial rate for room hire be increased by 4% initially, then by the rate of inflation each year.
- That the Thursday and Saturday coffee morning package be abolished and charged at an hourly rate.
- That catering charges be increased to £2 per head for unlimited tea/coffee, £10 charge for the tea trolley, and the buffet lunch be increased to £15 per head.
- That a £2 an hour music charge be implemented to recoup some of the PPL/PRS licencing costs.
- That the following cancellation charges be applied:
  - 100% cancellation charge when cancellation is made within 48 hours of the booking.
  - 50% cancellation charge when cancellation is made within 14 days of the booking.
  - 25% cancellation charge when cancellation is made within 28 days of the booking.

It was **NOTED** that these increased hire charges still do not fully cover all maintenance and running costs however the committee was of the mind that while a business minded approach needed to be taken, Wetherby Town Hall is does not aim to make a profit, and as such costs should be kept to a minimum where possible.

It was **AGREED** that the updated charges will be applied to all hirers, however changes will not be implemented until *Saturday 1st June 2024* to allow current hirers to make any necessary arrangements.

Appreciation was expressed to the Administrator for their work in collating data related to the hire rooms.

**11. Free service Charity Renewal Letter.**

The continuation of waste collection services provided by Leeds City Council for the 2024/2025 period was **NOTED**.

**12. Items for information.**

**13. Next meeting.**

The date of the next meeting of the Town Hall Management Committee was confirmed as being on *Monday 29th April 2024* at 5:30pm in the Wetherby Town Hall.

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*The meeting closed at 7:27pm.*

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