



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 29th April 2024
Time: 5.30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: Councillor Bradley
Councillor Chapman
Councillor Newcombe (Elected Chair)

In attendance: Rowann Fitzpatrick, Assistant Clerk
Alison Waterfield, Administrator

MINUTES

1. **Election of the Chairman.**
Local Government Act 1972, s 15(2)
Following a proposal from Councillor Bradley, seconded by Councillor Chapman, it was **RESOLVED** that Councillor Newcombe be elected as Chair for the duration of the meeting.
2. **Apologies.**
Local Government Act 1972, s 85 (3)
It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Moss and Councillor Payne.
3. **Declarations of interests and requests for dispensations** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
4. **Public Participation** - None.
Public bodies (Admission to Meetings) Act 1960, s1 (3)
5. **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 *Tuesday 16th April 2024* be accepted.
6. **Matters arising from the last meeting.**
 - 6.1 **Warm spaces project.**
Councillor Newcombe has passed on the committee's previous decision to put the project on hold to Wetherby food bank. Awaiting a response.
 - 6.2 **Town Hall room hire.**
Following a discussion, it was **AGREED** that an email could be sent to current hirers about the planned increase in hire charges from *Tuesday 30th April 2024*.

6.3 Hearing loop.

The committee received an updated quotation of £2,094.82 (excluding VAT) for the provision of a hearing loop system. It was **NOTED** that Contracta are now advising that one individual system will be able to cover all 3 rooms of the Town Hall.

A portable 1 to 1 system has also been quoted separately at £2,500.46.

Following a proposal from Councillor Newcombe, seconded by Councillor Chapman, it was **RESOLVED** to progress with querying the quotation for the portable system and verifying how much VAT, if any, will be applied to the quote.

6.4 200th Anniversary of the Sale of Wetherby Commemorative plaque.

It was **NOTED** that there were no new updates to be received as the committee is still awaiting the costings for the plaque.

7. Facilities management and maintenance.

7.1 Lift lighting investigation.

Following a visit by Pickering Lifts, it was identified that the downlighters in the Town Hall's lift are inoperative. A quotation of £346.70 was received to investigate the cause.

It was **NOTED** that the Assistant Clerk recommended to proceed with the investigation.

It was queried why an investigation like this is not included in the maintenance contract for the lift and how much VAT may be applied.

Following a discussion, it was **RESOLVED** that further information is required prior to proceeding. Assistant Clerk to follow up with Pickering Lifts.

7.2 Wetherby Town Hall artwork arrangement.

It was **NOTED** that the portrait of His Majesty the King and Quintin Rhodes have been installed in their agreed places in the Town Hall.

7.3 PPM tracker.

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

New contractors have been hired to clean the Town Hall's windows, following concerns as to how gentle the windows need to be handled due to their age. The outside of the windows will be washed once every 6 weeks and the interior of the windows twice a year.

8. Finance.

8.1 List of payments.

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 26th March 2024* and *Monday 29th April 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- 04-24 - Business Stream TH Water - £450.00
- 04-24 - TH Map & Splash Back Fixings - £44.56

It was **NOTED** that the formatting of the list of payments differed slightly as the Town Hall is moving onto the new financial system.

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

9. **2024/25 Town Hall budget.**

The committee **RECEIVED** and **NOTED** an up-to-date version of the Town Hall Budget for the 2024/2025 year.

It was **NOTED** that the hirers budget should reflect the increase in hirer charges.

10. **Items for information.**

11. **Next meeting.**

The date of the next meeting of the Town Hall Management Committee was confirmed as taking place on *Monday 20th May 2024* at 5:30pm in the Wetherby Town Hall.

The meeting closed at 6:04pm.

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