



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 20th May 2024
Time: 5.30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

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

In attendance: Rowann Fitzpatrick, Assistant Clerk
Iona Taylor, Clerk (*from 5:32pm*)
Alison Waterfield, Administrator

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 29th April 2024* be received.
5. **Matters arising from the last meeting.**
 - 5.1 **Warm spaces project.**
Councillor Newcombe responded to Wetherby Food Bank on the Council's decision to postpone the project until June 2024. No further updates were received.

The Clerk joined the meeting at 5:32pm

 - 5.2 **Hearing loop.**
The Committee received the finalised quotation of £2,513.78 (including VAT). It was **NOTED** that Wetherby Town Hall did not qualify for VAT exemption on this item and therefore the full amount will apply.

Following a proposal from Councillor Bradley, seconded by Councillor Chapman, it was **RESOLVED** to progress with the above quotation.

It was **AGREED** that the Administrator would include the hearing loop as part of the caretaker's room set-up instruction to ensure that it is available to be used in all meetings.

5.3 200th Anniversary of the Sale of Wetherby Commemorative plaque.

The finalised design for the plaque commemorating the great sale of Wetherby was received. It was **RESOLVED** that the committee had no objections to the design of a white plaque with the proposed black text and logo in full colour.

However, it was **AGREED** that this is subject to the logo using the correct pantone colours and the exact dimensions of the plaque being confirmed.

5.4 Wetherby Town Hall artwork arrangement.

An enquiry regarding the safety of the portrait of Quintin Rhodes's place of installation was received. It was **NOTED** that the portrait may be the property of the Wetherby Historical Trust. Following a discussion, it was **AGREED** to establish formal communication with Wetherby Historical trust requesting an up-to-date evaluation of the painting so that the appropriate insurance waivers can be put in place.

6. Facilities management and maintenance.

6.1 Lift lighting investigation.

Agenda item 6.1 was discussed after agenda item 6.2 due to time constraints.

A quotation was received to investigate Wetherby Town Hall's lift down lights. This investigation into the lights power source is outside the scope of the Town Hall's maintenance contract and is therefore invoiced separately. It was **NOTED** that VAT would be charged to the quotation of £346.70 at 20%, totalling £416.04.

As proposed by Councillor Chapman and seconded by Councillor Bradley, it was **RESOLVED** to check the scope of Pickering Lift's contract regarding the use of external contractors to proceed with the best value option.

6.2 Steps at front of Town Hall.

A verbal report was received from the Caretaker that some of the flag stones on the front steps of Wetherby Town Hall have started to come loose.

It was proposed by Councillor Payne, seconded by Councillor Newcome, to progress with relaying the loose flags inhouse. It was **NOTED** that closing and cordoning off the front steps on a Thursday would be ideal, leaving the ramps at the side of the Town Hall open.

6.3 PPM tracker.

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

7. Bookings & Finance.

7.1 List of payments.

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 30th April 2024* and *Monday 20th May 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- 05-24 – Amazon - £49.99
- 05-24 – Touchwood - £4.19

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

7.2 Summary of bookings.

The Committee received a summary of bookings for April 2024. It was **NOTED** that there have been more bookings overall throughout April.

It was reported that two hirers have cancelled their services with the Town Hall in April. Administrator to begin advertising availability of these rooms.

One legacy hirer will also be ending their services with the Town Hall at the end of summer and has requested that an exception for the room hire increase be made for the last month of their classes. Following a discussion, it was **AGREED** that as the new hire price will only affect their last month of bookings, that the old hire cost will apply until the end of their term.

The Administrator also reported that some hirers had expressed discontent at the music license fee being included in the room hire fee. It was **AGREED** for the Administrator to write up a report of the number of current hirers who require the Town Hall's music licence in time for the following committee meeting.

8. 2024/25 Town Hall budget.

The committee **RECEIVED** the most up-to-date version of the Town Hall budget for the 2024/2025 year. It was **NOTED** that the Town Hall Budget is still expected to be at a deficit at the end of the year.

Following a discussion, it was **AGREED** the following actions should be taken:

- Councillor Newcome to contact Richmond Town Council about hiring a professional fundraiser.
- Councillor Payne to research the requirements to be a licenced wedding venue.
- Assistant Clerk to arrange further fundraising workshop.

9. Items for information – None.

10. Next meeting.

The date of the next meeting of the Town Hall Management Committee was confirmed as taking place on *Monday 24th June 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.