



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 24th June 2024
Time: 5.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

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

In attendance: Rowann Fitzpatrick, Assistant Clerk

MINUTES

1. Apologies.

Local Government Act 1972, s 85 (3)

It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Bradley and Councillor Chapman.

Apologies were also received from the Administrator.

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 20th May 2024* be received.

5. Matters arising from the last meeting.

5.1 Warm spaces project.

No new updates were received.

5.2 Hearing loop.

It was **NOTED** that the new hearing loop system will be installed in the Town Hall on *Wednesday 7th August 2024*.

Alternative microphone options such as a Sound Wave Boundary Microphone were enquired about, however this was not something the supplier offered or was recommended.

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

No new updates were received.

6. Facilities management and maintenance.

6.1 **Leak in the Town Hall kitchen.**

The committee received a verbal report on the condition of the Town Hall's kitchen flooring. A leak was identified that had resulted in water pooling under the vinyl flooring. The caretaker has since fixed the source of the leak and pulled back the vinyl to allow the floor to dry out.

6.2 **Roof leak.**

Due to lack of correspondence from the previous supplier, it was **NOTED** that ACOMB Construction Ltd was appointed to carry out minor repairs to the chimney stack and inspect the roof.

6.3 **Boiler inspection report.**

The biennial pressure plant report for the Town Hall's hot water heating boiler was **RECEIVED** and **NOTED**.

6.4 **PPM tracker.**

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

7. **Bookings & Finance.**

7.1 **PPL/PRS licencing.**

It was **AGREED** to defer item 7.1. to the following meeting on *Monday 15th July 2024*.

7.2 **List of payments.**

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 21st May 2024* and *Monday 24th June 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- 06-24 – Catering – Staff Training - £110.00
- 06-24 – LCC TH Rates - £20.00

It was **NOTED** that the payment for catering related to Fire Marshalling of the building. It was queried whether the Wetherby Town Council could pay half of the cost.

It was **NOTED** that a permanent tap has now been installed on the water tap outside the Black Bull Pub. Due to the increased accessibility of this tap, it was requested that it is monitored for dripping or increased use.

7.3 **Summary of bookings.**

The Committee received a summary of bookings for April 2024. It was **NOTED** that there has been a small drop in bookings between April and May.

Committee to continue monitoring.

8. **Items for information.**

8.1 **Correspondence – Northern PowerGrid.**

Correspondence from Northern PowerGrid on the new Boston Spa Energy Efficiency Trial was **RECEIVED** and **NOTED**.

It was **NOTED** that this trial will include Wetherby.

9. **Next meeting.**

The date of the next meeting of the Town Hall Management Committee was confirmed as taking place on *Monday 15th July 2024* at 5:30pm in the Wetherby Town Hall.

The meeting closed at 5:53pm.

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