



WETHERBY TOWN COUNCIL

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WETHERBY TOWN COUNCIL MINUTES OF THE TOWN HALL MANAGEMENT COMMITTEE MEETING

Date: Monday 15th July 2024

Time: 5:30 PM

Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present

Chairman : G Moss

Councillors : P Bradley, H Chapman

In attendance

Officers : R Fitzpatrick - Assistant Clerk, I Taylor - Clerk, Ms L Tune - Facilities Officer,
A Waterfield - Administrator

1 Apologies

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

Local Government Act 1972, s 85 (3)

2 Declarations of interest

None received.

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, s 1 (3)

4 Minutes

It was **RESOLVED** that the minutes of the Town Hall Management Committee meeting, held on *Monday 24th June 2024*, be accepted.

Local Government Act 1972, Sch.12, para. 41(1)

5 Facilities Manager

The committee welcomed the new Facilities Officer to the meeting.

6 Matters arising from the last meeting

6.1. Warm spaces project.

It was **NOTED** that St James Church currently provides a coffee morning from 9:30am-11:30am and warm space from 11:30 - 1pm on Thursdays. The Committee expressed concern for diluting current warm spaces however commented that the initial aim of the warm space project at Wetherby Town Hall was to provide warmth and a financial information service to members of the public.

The committee considered alternative days for the warm space.

As proposed by Councillor Bradley, and seconded by Councillor Chapman, It was **RESOLVED** that the decision to provide a warm space be deferred to the following meeting and contact the foodbank to enquire about alternative dates and staffing.

6.2. 200th anniversary of the sale of Wetherby memorial plaque.

Further to consultation with members of the Town Hall Management Committee, and having received the dimensions of the plaque and confirmation of the composition, colouration and format, the Clerk was able to provide confirmation to the Civic Society that they could proceed with the proposed plaque.

It was **NOTED** that confirmation that planning permission is not required for the installation of this plaque from a planning officer at Leeds City Council has been received.

7 Wetherby Town Hall artwork arrangement

Following further correspondence from a member of the public regarding the repositioning of the portrait of Quintin Rhodes, the Town Hall Management Committee wished to restate that it is not minded to move the portrait to the space to the left of the lift on the 1st floor as it considers this to be the most appropriate location for the portrait of the Monarch.

Following a report from Councillor Chapman and having noted the correspondent's recommendations, the committee **AGREED** to placing the portrait higher up the wall with the plaque located underneath to address concerns about damage caused by tampering or "prying fingers".

It was **NOTED** that the painting is not included on the Town Hall's insurance policy and for the Town Hall CIO can accept no liability.

8 Facilities management and maintenance

8.1. Roofing works.

8.1.1 Minor repair works and inspection of the roof.

As consulted with committee members, It was **AGREED** to proceed with the quotation £3,950.00 + VAT from ACOMB Construction for the pointing and minor repair works to the chimney stack, and to proceed with further inspection of the roof.

It was **NOTED** that a member of ACOMB Construction and representative of Maddison James visited the Town Hall to advise on scaffolding requirements and provisionally agreed to begin works on *Monday 12th August 2024*.

8.1.2 Quote for additional minor works.

As consulted with committee members, it was **AGREED** that an additional cost of £575.00 + VAT per day may be paid for any additional minor works that are identified following the inspection of the roof and agreed onsite by the Clerk.

8.2. Town Hall Steps.

It was **AGREED** to defer item 8.2 to the following meeting on *Monday 19th August 2024*.

8.3. EICR Report.

The 2024 Electrical Installation Condition Report (EICR) was **RECEIVED** and **NOTED** by the committee.

As proposed by Councillor Chapman, and seconded by Councillor Bradley, it was **AGREED** to delegate authority to the Clerk and Facilities Officer to take a decision, in consultation with members of the Town Hall Management Committee, based on the best value option.

8.4. Town Hall gas & electricity supplier.

A notice of change of supplier from Opus Energy to EDF was **RECEIVED** and **NOTED** by the committee.

The Town Clerk is in contact with a broker to find alternative green suppliers to ensure the Town Hall CIO proceeds with the best value option.

8.5. PPM Tracker.

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

9

Finance

9.1 List of payments.

The Committee **RECEIVED** and **NOTED** a list of payments made between *Tuesday 25th June 2024* and *Monday 15th July 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

06-24 - PHS Group Dust Mat - £423.35

06-24 - Number 9 Services Ltd repair to expansion tank in kitchen - £150.28

It was **NOTED** that the Payment to Number 9 LTD related to the leak in the Town Hall's kitchen which has since caused water damage to the flooring.

As proposed by Councillor Bradley, and seconded by Councillor Chapman, it was **AGREED** to delegate authority the Town Clerk and Facilities Officer to spend up to £1000 on a temporary repair to any damage in the kitchen following the leak.

9.2 Bookings and Financials.

9.2.1 Income and expenditure reports.

It was **AGREED** to defer item 9.2.1 to the following meeting on *Monday 19th August 2024*.

9.2.2 Summary of bookings.

The committee received a summary of bookings for June 2024. It was **NOTED** that the drop in room hire is expected due in part to many hirers going on holiday.

It was reported that the Administrator has received a number of enquires from protentional new hirers and will continue to work to increase hire rate.

10 Items for information

10.1. Close down procedure.

The committee received a verbal report from the Clerk of an instance where the Town Hall's close down procedure had not been correctly followed, resulting in a member of the public accidentally being locked in one of the Town Hall's toilets.

It was **NOTED** that the member of the public was released within 10 minutes of the Town Hall Staff being made aware of the situation. The Town Clerk has since spoken and sincerely apologised to the member of the public.

The Town Clerk is arranging further training for all members of staff who are key holders for the Town Hall to ensure the procedure is correctly followed. The deadlock on the toilets will be retired, leaving only the code lock which allows for the toilets to be opened from the inside.

11 Date of next Town Hall Management Committee meeting

The next meeting of the Town Hall Management Committee will take place on *Monday 19th August 2024* at 5:30pm in Wetherby Town Hall.

Councillors must declare any interests on specific agenda items and these interests will be noted in the minutes. They must disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. They must also declare any other significant interests which they wish to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

Members are reminded that Wetherby Town Council has declared a climate and biodiversity emergency and as such must be mindful of its duties under the [Environment Act 2021](#).

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol and code of practice for the use of recordings by third parties is available from the Town Clerk.

The meeting closed at 6:35PM.

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