



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.

Part Number	Description	Quantity	Unit Price	Net Amount	VAT		Gross	Reasons for no relief given	
					Code	VAT			
RF-TXRM-865	Single Channel Transmitter-UK	1	665	665	1	133.00	798.00	Receivers & Transmitters	
RF-RX1-865	Wireless Portable Receiver	2	185.25	370.5	1	74.10	444.60	Receivers & Transmitters	
RF-NL1	Inductive Neck Loop Stereo	2	27.55	55.1	1	11.02	66.12		
PLUG-USB-UK-2	USB Plug with 2 ports	1	9.5	9.5	1	1.90	11.40		
IL-AC-WM-2C-LT	WIRELESS RX W/ 2x LAPEL MICS	1	303.05	303.05	1	60.61	363.66	Standard Equipment - Microphones	
IL-AC-WM-HT-00	Handheld Mic	1	58.43	58.43	1	11.69	70.12	Standard Equipment - Microphones	
LEAD-XLR-6.35	3 pin XLR - 6.35mm 1metre lead	1	13.3	13.3	1	2.66	15.96	XLR bits are related to the 1 channel mixer - Therefore not elible	
RL-SLRACK-2	Wall Mounted Cabinet 2U	1	142.98	142.98	1	28.60	171.58	Standard Equipment - Rack/Cabinet	
MBR-FIXINGS	MBR M6 cage nut washer screw	2	2.375	4.75	1	0.95	5.70		
IL-PL20-2	Portable Loop with NIMH Batt	1	137.28	137.28	1	27.46	164.74		
IL-PL26	Portable loop shelf	1	29.93	29.93	1	5.99	35.92	Standard Equipment - Rack/Cabinet	
D	Standard Delivery - up to 20kg	1	12.5	12.5	1	2.50	15.00	Delivery	
LABOUR1	Labour	1	102.5	102.5	1	20.50	123.00		
LABOUR2	Labour - 1/2 hour additional	1	38	38	1	7.60	45.60		
LABOUR3	Labour - 1 hour additional	2	76	152	1	30.40	182.40		
				<u>2,094.82</u>			<u>418.96</u>	<u>2,513.78</u>	

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MBR-FIXINGS	MBR M6 cage nut washer screw	2	2.375	4.75	2	0.00	4.75		
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IL-PL26	Portable loop shelf	1	29.93	29.93	1	5.99	35.92	Standard Equipment - Rack/Cabinet	
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LABOUR1	Labour	1	102.5	102.5	2	0.00	102.50		
LABOUR2	Labour - 1/2 hour additional	1	38	38	2	0.00	38.00		
LABOUR3	Labour - 1 hour additional	2	76	152	2	0.00	152.00		
				<u>2,094.82</u>			<u>321.04</u>	<u>2,415.86</u>	

THE 'GREAT SALE OF WETHERBY'



THIS PLAQUE WAS UNVEILED ON THE 12TH OCTOBER 2024
BY HM LORD-LIEUTENANT OF WEST YORKSHIRE ED ANDERSON CBE
TO COMMEMORATE THE 200TH ANNIVERSARY OF
THE AUCTION SALE OF THE MANOR & TOWN OF WETHERBY
WITH SURROUNDING LANDS AND FARMS BY THE
6TH DUKE OF DEVONSHIRE

Assistant Clerk

Subject: FW: Portrait of Quintin Rhodes

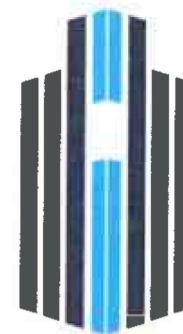
From: [REDACTED]
Sent: Thursday, May 2, 2024 7:57 PM
To:
Subject: Re: Portrait of Quintin Rhodes

[REDACTED]

Can I point out that following nearly a year's restoration of the Quintin Rhodes portrait by the Leeds City Art Gallery restorers they visited the Town Hall and selected the position at the top of the stairs near the lift for hanging. This was selected because the portrait would not be in direct sunlight and not near a hot radiator. The portraits new position is not in direct sunlight but it is immediately above two radiators. As the restoration of the portrait would have cost in excess of twenty thousand pounds over ten years ago to restore, but was done because of the importance of the painting and the Artist. I presume that the Town Hall CIO will indemnify the Historical Trust and the Civic Society against any damage done by the heat from the radiators in its new position, bearing in mind that the original position was selected by an art expert from the City Art Gallery.

[REDACTED]

Sent from my iPad



PICKERINGS LIFTS

www.pickeringlifts.co.uk

Wetherby Town Hall
The Town Hall
Market Place
Wetherby
LS22 6NE

Unit number: 5/26251471
Type: Lifts - Hydraulic
Category: Passenger Lift

On Site Location: Main Reception

25 March 2024

Quote ref: Q404483 : Site Address: Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Further to our recent site visit, we have pleasure in detailing below our offer to carry out the following works.

Lighting investigation

£346.70

Following our first visit on the contract our engineer found that four of the downlighters are inoperative and has advised that investigation should be carried out into the supply of the car lighting to identify what the issue with the supply is. Please find costs to attend and investigate as required.

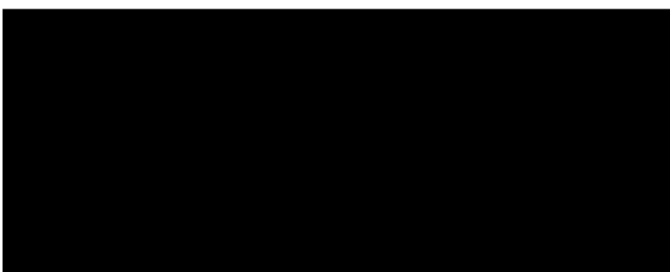
Total price: **£346.70**

Any Health & Safety Item(s) are marked with ()*

All prices are exclusive of V.A.T.

We look forward to receiving your written instructions in due course. If any aspect of our offer does not meet with your satisfaction or requirements, please do not hesitate to contact the writer.

Yours sincerely,



Repairs Manager



Quote ref: Q404483

Please refer to Terms & Conditions on final page

79-81 Dewsbury Road | Tingley | Wakefield | West Yorkshire | WF3 1LE | T: 0113 387 8555 | F: 0113 387 8556 | E: info@pickeringlifts.co.uk

Registered Name: Pickering's Europe Ltd | Registered Office: Globe Elevator Works, PO Box 19, Stockton-on-Tees, TS20 2AD | Registered in England No. 3217853



Terms and Conditions

1. All work and parts to be delivered, fixed and / or fitted during our normal working hours, using both skilled and unskilled engineering services, but exclusive of any builders work, steelwork, cutting away or making good involved.
2. Our tender, as herein, is subject to the Lift and Escalator Industry Association 'Conditions of Contract' (LEIA - May 2014), a copy of which is available upon request, or can be viewed / downloaded from our website (T&C section) at <https://www.pickeringslifts.co.uk/downloads>
3. The prices detailed are strictly net, exclusive of Value Added Tax.
4. An additional charge will be made for any materials removed from site which are subject to an environmental disposal cost.
5. Should our engineers find that, during the course of any works, any additional material and / or work are required, they will be provided and the cost thereof will be included in our final invoice, unless you advise us to the contrary.
6. Notwithstanding any other provision of the contract, the Lift Contractor shall not be liable to the Purchaser by way of indemnity or by reason of any breach of the contract or of statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit or income or for any indirect or consequential damage whatsoever which may be suffered by the purchaser.

Compliance and PPM Remedial tracker

PPM TASK				Remedial Works		
Site	Undertaken by	Frequency of Task	Date Completed	Works required / Notes	Notes for Extra Works	Next Scheduled date
Town Hall						
Lift Maintenance	Pickerings	6 monthly	15-Dec-23	Undertaken - lighting issue to be addressed - awaiting report		14-Jun-24
Lift Inspection (LOLER)	Allianz	6 monthly	04-Mar-24	One lift car light inoperative. We strongly recommend that the upper inspection limit be lowered to allow safe egress from the car top in the event of a breakdown/emergency situation. The machine room should not be used as a store and items not associated with the lift installation should be removed. It is strongly recommended that clear access to the machine cabinet and associated lift equipment be maintained at all times. A notice should be fixed to the outside of the machine room door stating "Danger, Lift Machinery, No Admittance to Unauthorised Persons".	17/4/24 - Quote to investigate supply of the car lighting to identify what the issue with the supply is which is causing downlighters not to work. Clerk instructed to proceed.	02-Sep-24
Boiler Maintenance	Gas safe	annually	18-Oct-22	Boiler requires full replacement - Boiler set lower to conserve energy as per DEC reports.29/2/24 - heating level turned up due to complaints from hirers, staff and councillors.		18-Oct-23
Boiler Pressure tests	Allianz	2 yearly	13-Jul-22	Safety valve test incomplete - to be undertaken March 2024		30-Aug-24
Legionella Checks	?	Monthly	11-Dec-23	Temps ok except for Micklethwaite room hot tap		10-Jan-24
PAT inspection		2 yearly	06-Sep-22	Tester to be purchased to undertake in house and on council properties - not statutory annually		06-Sep-23
Fixed Wire - Electrical Testing (COMPLIANCE)	Heron Electrical	5 yearly	03-Apr-24	Electrical inspection report undertaken - found circa 21 issues - some rectified immediately 18/3/24 - KSR need to do a revisit to finalise the design.Will be undertaken 3/4/24.		04-Apr-29
Lightning Protection System??		annually		none - building does not have one		31-Dec-00
Emergency Lighting		monthly	29-Dec-23	Emergency lighting repairs undertaken 29 Dec 23 13/3/24 - Survey outcome chased up with JC Electrical.	22/2/24 Survey being undertaken to draw up new requirements to determine replacements.	30-Jan-24
Emergency Lighting - full load 1 hour test (COMPLIANCE)		annually	29-Dec-23	Emergency lighting repairs undertaken 29 Dec 23. 24 Units failed test.	22/2/24 Survey being undertaken to draw up new requirements to determine replacements.	30-Dec-24
Fire Extinguishing equipment (COMPLIANCE)	Kyle Fire	annually	20-Dec-23	New head replaced in service visit - Dec 20th		19-Dec-24
Fire Evacuation practice		6 monthly	13-Dec-23	report written		12-Jun-24
Gutter Clean		6 monthly	23-Nov-23	Drone video to highlight issues where leaks still - quotes for repairs difficult to obtain due to contractor availability		23-May-24
General Lighting		weekly check		Lamp /bulb out on stairwell - to be replaced		31-Jan-00
Decorating - Bramham		ad hoc		Curtains require replacement and cracks in ceiling require repair alongside upgrading the tired stage and furniture. 2/2/24 - Floor needs sanding and varnishing.		31-Jan-00
Decorating - Deighton		ad hoc		An acoustic solution and redecoration is drastically needed, the flooring requires replacment. 9/2/24 - routine checks note that middle seam of floor is slightly raised, plaster above radiators in poor condition but no immediate action required.	2/2/24 - Need to change lights to LED bulbs. 2 man job for 1 day.	31-Jan-00
Decorating - Kitchen		ad hoc		13/2/24 - Environmental Health inspection yielded 5* rating for WISE café. One area for improvement is area between window and cill behind sink. FC to obtain wipeable plastic section. w/c 18/3/24 - new splashbacks to be installed by Facilities Caretaker.		
Decorating - Micklethwaite		ad hoc		A full strip of wallpaper a reskim of walls/ceiling following this, a replacemnet to modern lighting, and new carpet required as a minimum	2/2/24 - 1 bulb at door to replace. 2/2/24 - Sink unit magnetic catch to be fitted. Wallpaper to be restuck.	31-Jan-00
Decorating - Entrance		15-Mar-24		15/3/24 'Community Corner' area created by FC to house Food Bank box, printer recycling and bin of bags.		31-Jan-00
Decorating - Offices		ad hoc		ok - walls require re-plaster/skim		31-Jan-00
Communal Areas				21/2/24 - Aaron Access attended and repaired ceiling. Tiles hadn't been clipped in to place and so weren't secure. 8/3/24 - Chewing gum removed from upper flight of stairs.		
Kitchen Appliances		ad hoc		Extractor is weak. 2/2/24 - First Aid Kit to be renewed as out of date and insufficient - completed. 11/3/24 - concern expressed re dishwasher's electrics and impact on socket. Dishwasher decommissioned. Socket to be checked during routine EICR checks.		31-Jan-00
Key Cabinets	SC	ad hoc	13-Oct-23	unlockable		14-Nov-23
CCTV	Securiplex	annually	02-Oct-23	to be scheduled - current system is dilapidated and requires update		01-Oct-24
Intruder Alarm System	Securiplex	annually	28-Feb-24	Report remarks: PPM complete, all in order no issues.		27-Feb-25
Defibrilator	AW	Monthly/after use	20-Dec-23	ok		19-Jan-24
Drainage/Sewers	Jet Aire	ad hoc		new survey undertaken by Yorkshire water Sept 23 - no issues found		31-Jan-00
Window cleaning	TM Window Cleaning	TBC	02-Jan-24	Contractor changed. New contractor to clean inside of windows on first visit on 17/4/24.		01-Feb-24
Carpets		ad hoc	11-Dec-23	Foyer is new - Micklethwaite requires upgrade		10-Jan-24
Fire Door Checks	SC	monthly	29-Nov-23	Many do not fit the requirement for compartmentisation		29-Dec-23
Signage		ad hoc		New signage required following refurbishment of foyer Required awaiting design decision		31-Jan-00
COSSH	SC/AT	ad hoc		File to be created for all products - electric file being updated Dec 23		31-Jan-00
Cleaning Equipment	AT	ad hoc		ok		31-Jan-00
Pest Control		ad hoc		ok		31-Jan-00
Roof		ad hoc		Dec 2024 - leaks in foyer - drone video of outside to be undertaken - option to repair from inside not actioned.		31-Jan-00
Fire Alarm Test (COMPLIANCE)	SC	Monthly	13-Dec-23	undertaken 20 Dec 23		12-Jan-24
monthly extinguisher check	SC	Monthly	11-Dec-23	ok - pressures fine		10-Jan-24
Radiators	SC	Monthly	20-Dec-23	ok - no issues		19-Jan-24
Windows	SC	Monthly	15-Sep-23	Window refurb programme on going - 3 out of 7 completed - Specialist contractor to undertake		17-Oct-23
Flooring	AT	Daily	DAILY	Bramham room to be looked at for refurb - deep cleaning machine required for Deighton room or its use to be reviewed		Daily
Roof External	SC	Monthly	14-Dec-23	Drone video to highlight issues where leaks still remain following 2022 repairs		15-Jan-24
Fire Alarm Maintenance	Kyle Fire	annually	17-Nov-23	replacement fire head outside Bramham Room installed		17-May-24
Auto Doors		6 monthly	21-Dec-23	doors now reset following minor opening isuse		20-Jun-24

Toilets	Cleaner	daily	2/2/24 - starter in ladies lights replaced. 16/2/24 - Dispensers altered for better access to toilet roll.	20/2/24 - Works to make disabled toilet stoma friendly completed.
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Notes
Foyer snagging completed New Maintenance contract for lift starts 1 Nov with Pickerings Steps to be re-pointed fully in spring/summer 24 Roof/Gutter Leaks to be rectified

Dates of	Carried out By
Weekly Checks	
2-Feb-2024	Brian Cohen
9-Feb-2024	Brian Cohen
16-Feb-2024	Brian Cohen
23-Feb-2024	Brian Cohen
1-Mar-2024	Brian Cohen
8-Mar-2024	Brian Cohen
15-Mar-2024	Brian Cohen

Town Hall Hours Bookings Performance By Month versus Hours available

	Bramham			Micklethwaite			Deighton			Kitchen			Equipment			Catering			Hours Available per month
	Hours booked	Hours Unused	%	Hours booked	Hours Unused	%	Hours booked	Hours Unused	%	Hours booked	Hours Unused	%	Hours booked	Hours Unused	%	Hours booked	Hours Unused	%	
February	123	202.07	38	97.5	227.57	30	92.5	232.57	28	23	302.07	7	60	265.07	18	9	316.07	3	325.07
March	144.22	193.86	43	112.97	225.11	33	105.97	232.11	31	35.5	302.58	11	43	295.08	13	3	335.08	1	338.08
April	156.72	181.35	47	118.5	219.57	35	110	228.07	33	49	289.07	14.5	47	291.07	14	0	338.07	0	338.07

