

Town Hall Management Committee, Monday 13th July 2015

Northallerton Town Council Held 7 p.m. Upper Hall, Town Hall, Northallerton

Present: Councillor: P Forster (Chairman)
Councillors: P Atkin, C Palmer

In Attendance: Councillors K Bowler, J Dobson, S Pudney and D Robertson

Officer: Kay Lambert

THM/15/30	To receive apologies for absence: Apologies for absence were received from Councillors Forrest and Archer.
Resolved:	That apologies are received.
THM/15/31	To receive declarations of interest from Councillors on agenda items:
Resolved:	None to receive.
THM/15/32	To grant any requests for dispensation as appropriate:
Resolved:	None to grant.
THM/15/33	To receive and adopt the minutes of the Town Hall Management Committee Meeting held 8th June 2015:
Resolved:	The minutes are received and adopted.
	Councillor Dobson said that he had assisted the Clerk with the Health, Safety and Welfare Manual and Members discussed this document which has not been completed by the Clerk nor presented to the Town Council although there are other Appendices to complete. Members discussed this and asked that all Councillors receive a copy and an item is added to the Town Council agenda. Any comments on the manual should be returned to the Assistant Clerk by Friday 17 July. Councillor Dobson said that when the contractors were working on site last year, engineers from NYCC rang him and said that two Clerk of Works had visited the site with concerns about safety. This was not reported to the Town Council by the Clerk nor was a visit by Area 2 Highways. He said that there was also a visit from HDC Listed Buildings Officer which was not reported to the Town Council either. Councillor Dobson asked who is responsible for CDM regulations when the contractor returns to work at the Town Hall. He said that if any further works are to be undertaken at the Town Hall, the Council must ensure that somebody is responsible for CDM. It was agreed
Resolved:	<ol style="list-style-type: none"> 1. That the Health, Safety and Welfare Manual is distributed to Members of the Town Council and an item is added to the agenda for the Town Council meeting 2. That we find out who is responsible for CDM at the Town Hall 3. That enquiries are made with the Listed Buildings Officer at HDC about the works at the Town Hall and if there have been any problems
THM/15/34	To receive details of the proposed sound system and hearing loop, recording facility from audio specialist:
	The audio specialist was welcomed to the meeting and said that he had been asked to put a quote together for the whole system. He explained the nature of the system and gave his advice on how to improve the sound in the Town Hall. Following discussion it was agreed that an updated quote will be submitted which will be forwarded for consideration and a decision at the Town Council meeting on Monday 20 July.
Resolved:	That the Council make a decision on the sound system at the meeting on Monday 20 July.

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THM/15/35	<u>To agree action re matters arising from the last meeting:</u>
15.35.1	a) Town Hall Charges: Discussion took place on the charges to be made of Town Hall hirers and it was agreed that they would be applied as per the previous meeting. Members discussed the matter and it was agreed that although half the income is to be lost, there would be advantages as more bookings would generate more income in the long run. Also this would be on a 6 months proviso and that other venues will be compared to the Town Hall.
Resolved:	That the amended charges are to be applied.
15.35.2	b) Start Date of new bookings costs: Members discussed the start date and it was agreed that the date will be 1 August 2015. Councillor Palmer asked if this information can be advertised on Facebook and this was agreed.
Resolved:	That the start date of new bookings costs will be 1 August 2015.
15.35.3	c) To receive update and report from Swaledale Stonemasons on leak and starting date for works: Members were informed that there had been water ingress above the Clerk's Office stairs and the stonemason had undertaken works involving the lead flashing around the chimney. However he was not convinced that this would prevent a repeat of the problem and suggested fixing a cowling on top of the chimneys. The banister had also been repaired and a further spindle attached to strengthen it. Works were in the sum of £380 plus VAT. This was agreed, however, discussion took place on the chimney and further investigation will take place about the chimney stack. The Assistant Clerk also mentioned ingress of damp in the basement and it was agreed that both will be looked at as soon as possible and a report made to the Town Council.
THM/15/36	<u>To agree action re:</u>
15.36.1	Tap on Balcony: Members were informed that this is to enable the ground staff/caretaking staff to safely water the plants on the balcony.
Resolved:	That a tap is placed on the balcony.
15.36.2	Notice Board Doors: Members were informed that the doors on the notice boards were becoming hard to manoeuvre. It was agreed that the contractor is asked for advice to solve the problem.
Resolved:	That the supplier is asked for advice on the notice board doors.
15.36.3	Evac Chair: The Chairman explained that this matter had previously been discussed but that it had not been agreed to purchase the item. Time had lapsed since the decision and he asked the Committee to consider this purchase once more. It was agreed that costs will be obtained and presented to the Committee.
Resolved:	That costs are obtained for an Evac chair to be considered by the Committee.
15.36.4	Security ID Cards: Members were informed that a cost had been obtained to reprint 20 new access cards with new lanyards and card holders in the sum of £270. Members asked if there are any alterations to be made to the security system to accommodate the new cards and it was agreed that the supplier will be asked. If there is no extra cost, this was agreed as all Councillors and staff will then have their own identity cards.
Resolved:	That the access cards are purchased but that if any extra expenditure is incurred, this will have to be approved by the Council.
THM/15/37	<u>To receive correspondence and agree action:</u>
15.37.1	a) Letter re monthly craft fairs in lower hall: Members considered the request to book more than four craft fairs in the Town Hall and it was agreed that the hirer will be allowed to book four further craft fairs.
Resolved:	That the hirer is allowed to book a further four craft fairs in the lower hall.
15.37.2	b) Email requesting free use of the Town Hall: Members had been forwarded details of the request but as the Town Hall is not available on two of the three dates, Mr Thompson had recognised that it is very short notice and there are bookings in the Town Hall. He had decided that he would not require the use of the Town Hall but

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	had been informed that the electric is available via the meter on the outside of the Town Hall.
15.37.3.1	Town Hall basement and chimneys: Members discussed the water ingress in the basement and the problem with the chimneys. Councillor Dobson offered to have a look at both items and report back to the Committee.
15.37.3.2	Town Council furniture: The Assistant Clerk asked if we can look at the condition of the Council tables and chairs which are in the basement and it was agreed that this can be looked at again and costs obtained for the tables to be refurbished. Costs for the next meeting of the Committee in September.
Resolved:	That costs are obtained to refurbish the Town Council tables which are in the Basement.
The meeting closed at 8.50 pm	