

## Town Hall Management Committee, Monday 8<sup>th</sup> February 2016

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

Present: Councillor: P Forster (Chairman)  
Councillors: K Archer, P Atkin, J Forrest, K Bowler, D Robertson.  
In Attendance: Councillor T Hall  
Officer: Jill Johnstone

THM/270	<b><u>To receive apologies for absence:</u></b> Apologies for absence were received from Councillor Palmer
Resolved:	That Councillor Palmer's apologies are received.
THM/271	<b><u>To receive declarations of interest from Councillors on agenda items:</u></b> Councillor Atkin declared an interest in item 16/01/02/011, correspondence
Resolved:	That the declaration is received.
THM/272	<b><u>To grant any requests for dispensation as appropriate:</u></b>
Resolved:	That dispensation is granted in respect of item 16/01/02/011
THM/273	<b><u>To receive and adopt the minutes of the Town Hall Management Committee Meeting held 2<sup>nd</sup> November 2015:</u></b>
Resolved:	That the minutes are received and adopted.
THM/274	<b><u>To agree action re matters arising from the last meeting:</u></b>
274/1	a) Update on notice boards: Councillor Archer informed Members that one of the notice boards is away getting powder coated and should be back in the next week. The second notice board will be repaired and powder coated when the first one is returned.
Resolved:	That the second notice board is repaired as soon as the first one is returned.
274/2	b) Update on cycle stands outside the Town Hall: The Deputy Clerk informed Members that permission to move the cycle stands 45 degrees has been granted.
Resolved:	That the cycle stands are moved as soon as possible.
274/3	c) Notices in Lower Hall Disabled Toilet: Members were informed that notices have been placed in the toilet. It was agreed that a notice will also be placed in the lift about the toilet door opening into the corridor.
Resolved:	That a further notice is placed in the lift about the toilet door opening into the corridor.
274/4	d) Update and costs given for the supply and fitting of a nappy bag dispenser and nappy bags. Costs for the dispenser are £13.50 plus bags at £4.55 per box of 75 bags.
Resolved:	That a dispenser and bags are purchased for the disabled toilet on the ground floor.
THM/275	<b><u>To receive correspondence</u></b>
275/1	Request received from Hambleton District Council to have a presence at the Town Hall on 1 May 2016 during the Tour de Yorkshire. This was agreed by Members.
Resolved:	That HDC are permitted to use part of the Town Hall on 1 May 2016.

1

Chairman .....

Clerk .....

Dated .....

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275/2	Request from North Yorkshire News to place a pod in Town Hall for the general public to collect the local paper.
Resolved:	The request from North Yorkshire News is granted.
275/3	Request from Northallerton Boxing Club for the Council to consider them as a potential tenant for the basement. Discussion took place on this matter and it was agreed in principle. Members requested that an item is placed on the Town Council agenda so all Councillors have an opportunity to consider the proposal.
Resolved:	That an item is placed on the Town Council agenda.
275/4	Toilet paper dispensers: Members were informed that there had been ongoing problems with the current dispensers and on numerous occasions the toilets had blocked the toilets, causing problems for the Caretaking staff. Details of alternative toilet paper dispensers and toilet tissue were provided and it was
Resolved:	That new toilet paper holders and toilet tissue is purchased when appropriate.
THM/276	<b><u>To discuss and agree action of A J Academy hire of the Town Hall:</u></b> An email had been forwarded to Members for consideration. Discussion took place on the various aspects of their bookings. It was agreed that the Peter Pan booking can go ahead at a cost of £150 per day. In respect of the Pantomime for 2016, it was agreed that no bookings can be changed and therefore the Pantomime cannot take place in the Town Hall in 2016. In respect of 2017, the earliest that AJ Academy can come into the Town Hall is 18 December 2017.
Resolved:	That the above action is approved.
THM/277	<b><u>Town Council Furniture:</u></b> Discussion took place on the condition of the Town Council furniture. Members agreed that further enquiries are made to have it restored and it was agreed. Councillor Atkin provided details of the name of a specialist who may be able to give a quotation.
Resolved:	That the furniture is brought back upstairs when it is restored and it is used in the future for Town Council meetings.
277/1	<b><u>Decoration of Upper Hall</u></b> Discussion took place about volunteers and Councillors decorating the upper hall. The Committee were told that enquiries had been made with the Town Council's insurance company who will not cover volunteers and Councillors for decorating the hall under our insurance policy. Further discussion took place about a service project to decorate the upper hall by the Lions and enquiries will be made about this. Enquiries are made about obtaining a grant towards the decoration of the Upper Hall.
Resolved:	That the above action is approved.
277/2	<b><u>Cistern in ladies toilet:</u></b> Problems had occurred with the cistern in the ladies toilet and it had taken some time to locate replacement parts. These have been obtained and the work has been undertaken. A spare part has been obtained for use in the future in view of the difficulty in obtaining the correct part.
Resolved:	That the above action is approved.

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THM/278	<b><u>Yearly service contract for glass doors:</u></b> Following ongoing problems with the automatic doors and the amount of times that the contractor had been called out over the past year. Enquiries had been made about an annual contract and a report was given to the Committee showing the cost for call outs over 15/16 and the costs for a bronze or silver yearly service agreement were provided.
Resolved:	That a Silver Service Agreement is arranged from 1 April 2016 at a cost of £475.27
THM/279	<b><u>To consider shop leases:</u></b> Members were provided with information about the shop leases which are due for renewal in September 2016. Advice had been sought from the District Valuer who considered that unless there were significant variations in the shops that the rent should not be increased. Members agreed to the following:
Resolved:	That: a) There will be no increase in rents and that a letter will be sent to the tenants. b) It was agreed a concession will be given to Wrights Jewellers and Joanna Marco when the building works commence.
THM/280	<b><u>To agree bank holiday opening times for toilets:</u></b> Discussion took place on this matter and it was
Resolved:	That the toilets will be open between 10 and 4 for all Bank Holidays unless extra hours are required.
THM/281	<b><u>To receive financial report to 31<sup>st</sup> January 2016</u></b>
Resolved:	That the financial report is received
THM/282	<b><u>Official Orders</u></b>
Resolved:	That the Orders are accepted and approved

The meeting closed at 8:20