

Town Hall Management Committee, Monday 2nd November 2015

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

Present: Councillor: P Forster (Chairman)
Councillors: K Archer, J Forrest, K Bowler, C Palmer,
In Attendance: Councillors J Dobson, T Hall, G Cullen
Officer: Jill Johnstone

THM/15/184	<u>To receive apologies for absence:</u> Apologies for absence were received from Councillors Robertson and Atkin
Resolved:	That apologies are received.
THM/15/185	<u>To receive declarations of interest from Councillors on agenda items:</u>
Resolved:	None to receive.
THM/15/186	<u>To grant any requests for dispensation as appropriate:</u>
Resolved:	None to grant.
THM/15/187	<u>To receive and adopt the minutes of the Town Hall Management Committee Meeting held 28th September 2015:</u>
Resolved:	The minutes are received and adopted.
THM/15/188	<u>To agree action re matters arising from the last meeting:</u>
15/188/1	a) Town Council Furniture
Resolved:	That we check to see if vanity boards are mandatory.
15/188/2	b) Repair to notice boards
Resolved:	That Councillor Archer will chase this up with the Contractor.
15/188/3	c) RCD and isolator: Discussion took place on this item and the fact that the Town Hall electric has been tripping on a regular basis, effecting the security system. It was agreed that further information will be sought on this matter before a decision is made.
Resolved:	That Quote 2 will be accepted, subject to the above information.
15/188/4	d) Cycle Stands: It was agreed that NYCC will be asked if the position of the cycle stands can be moved by 45 degrees
Resolved:	That NYCC are contacted to see if the cycle stands can be repositioned.
15/189	<u>To receive correspondence</u>
15/190/1	Letter of thanks to the caretaker from Hambleton Foodshare
Resolved:	That the Caretaker to be shown the letter.
15/190/2	Email from Sue Bradley to say that she cannot fit either of her wheelchairs in the lift. Also concern was expressed about the opening speed of the disabled toilet door.
Resolved:	a) To look at costs for purchasing a wheelchair for the Town Hall b) To invite Sue Bradley to Town Hall to show us the problems she is having c) To slow down the speed of the disabled door
15/190/3	AJ Academy: request to use a smoke machine during their shows. This matter was discussed.
Resolved:	A smoke machine can be used
15/190/4	Letters from Mrs K Lambert and Miss A Crowe requesting free hire of Town Hall for retirement party on 16 th December 2016 and 50 th birthday party on 18 th June 2016

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Chairman

Clerk

Dated

Town Hall Management Committee, Monday 2nd November 2015

Resolved:	Requests for the use of the hall are granted
15/191	<u>To discuss incidents in the Town Hall</u>
15/191/1	Members were informed about an incident which had been reported to the office about some electrical items which had been used in a booking of the Lower Hall on Saturday 24 th October 2015. No authorisation had been given for the equipment to be used. The rules and regulations for the hire of the Town Hall specify that all electrical items which are used must be PAT tested. The Caretaker had pointed out that the items were not PAT tested and the hirer had been rude to him.
Resolved:	That a letter is written to the hirer, re the above items.
15/191/2	Problems with toilets: Members were informed of some incidents which had occurred in the Town Hall toilets and discussion took place about the facility. It was
Resolved:	<ul style="list-style-type: none"> a) That a baby changing notice will be put on disabled toilet door b) That we purchase nappy bags for availability in the disabled toilet c) That a notice is placed in disabled and ladies asking to put nappies in nappy bin provided
15/192	<u>Closure of Town Hall toilets on 8th November 2015</u>
	The Council were informed that the RAF has said that no members of the public should be allowed in the toilets for security reasons on 8 November 2015.
Resolved:	That the toilets will be closed to public and this will be published on Facebook.
15/193	<u>Christmas closure of Town Hall Office and Toilets</u>
Resolved:	<ul style="list-style-type: none"> a) That the office will close on 18th December 2015 and reopen 4th January 2016 b) That the toilets will be closed between on Christmas Day and 28th December 2015 c) That the Caretaker will be asked if he will check the hall at 4.30pm and close up on 26th and 27th December. Councillors will open on the mornings. d) That Councillors will open and lock the hall on Christmas Day e) That the Caretakers will be asked to check the toilets on a lunch time on Saturdays and Sundays.
15/194	<u>Decoration of general office over the Christmas period</u>
Resolved:	It was agreed the Caretaker will decorate the general office and put shelves up
15/195	<u>Upper Hall – Christmas Decorations</u>
Resolved:	The Christmas tree will be put on the floor in the upper hall near the main doors instead of on the stage.
15/196	<u>Official Orders</u>
Resolved:	Accepted and approved
15/197	Discussion took place on where to place the Evac Chair
Resolved:	That the chair will be kept in the cloak room and hirers will be informed at the start of their booking.

The meeting closed at 8:00