

F & GP Committee held Monday 9 March 2020

Northallerton Town Council Held 7.00 p.m. Upper Hall, Town Hall, Northallerton

Present: Chairman: Councillor J Forrest
Councillors C Hutson, J Hutson
In attendance: Councillor P Cornfoot

FGP/1339	To receive apologies for absence
Resolved:	Apologies received from Cllr C Palmer and Cllr P Eames.
FGP/1340	To receive declarations of interest from Councillors on agenda items:
Resolved:	None to receive
FGP/1341	To grant dispensation as appropriate:
Resolved:	None to receive
FGP/1342	To receive and approve F & GP minutes 20 January 2020
Resolved:	The Chairman, Cllr J Forrest signed the minutes. All in favour.
FGP/1343	Due to confidential nature of the business to be transacted and under the Public Bodies (Admissions to meetings) Act 1960 and LGA 1972, ss 100A to 100K: and ACA 19998, TC/182 and TC/183 to be held in private session
Resolved:	All in favour
FGP/1344	To agree free use of Town Hall To agree free use of the Town Hall for Northallerton Silver Band one Thursday evening in April for a practice for their VE Day Remembrance Concert on 8 th May. They are performing with other organisations and cannot fit them into their current venue
Resolved:	Free use agreed but discussions must take place with Slimming World who use the Lower Hall on Thursday evenings. All in favour
FGP/1345	To receive update on staff remuneration The two office staff have been paid £800 each gross as a goodwill gesture, for their additional responsibility, during the Clerk's absence
Resolved:	Cllr Forrest to write and update the staff that F & GP Committee are looking at it and will keep them informed. The additional responsibilities undertaken during the last 8 months to be evaluated by independent HR person. All in favour
FGP/1346	To discuss and agree general maintenance including tour of the building and update on boilers and roof Roof leaking in the Upper Hall. Blands inspected the boilers. One is ok but the other keeps losing pressure and cutting out. Seems to have been a problem since the sandwich shop opened downstairs. They are coming back with a plan and costings.
Resolved:	To obtain quotes to repair the roof. All in favour
FGP/1347	Cllr Hutson reported an incident where water had been coming through the roof in the coffee shop. Hot tap in sink in Gents toilet had stuck on and sink was blocked.
Resolved:	Obtain quotes for press taps in all public toilets and to renew the radiator in the Ladies toilet. All agreed
FGP/1348	To clear the attic and basement
Resolved:	To move everything but the pictures from the attic to the basement in the next couple of weeks and store it temporarily on trestle tables. To look into the purchase of proper racking for the attic. Clerk and Councillors to sort papers in basement, rehouse it on racking in attic and dispose of unwanted items by end of June. Contact YLCA re retention of documents and policies. All in favour
FGP/1349	Improve the look of the main office
Resolved:	To decorate the main office during the 2 weeks' closure for Christmas and purchase a new carpet and blinds. All agreed

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Chairman

Clerk

Dated

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FGP/1350	To discuss and agree staff resources Staff had listed their needs. Office staff requested shelving for computers and telephones. New recorder for meetings and list from caretaker to be purchased from general maintenance budget.
Resolved:	Cllr Hutson to undertake DSE assessment and purchase appropriate shelving. Purchase of label printer through Schools ICT recommended. Amenities staff request for an ipad was granted. All in favour
FGP/1351	To discuss and agree working party and town hall improvement remit Cllrs Cornfoot and Eames led the working party and a condition survey of the basement was carried out. They met with Align Property Partners to discuss a condition survey for the rest of the building. It would cost around £2,000 and would provide a prioritised list of works needed with costings.
Resolved:	Recommend to full council that a full condition survey of the Town Hall is carried out by Align at a cost of around £2,000. Grant monies may be available to assist with the costs of some of the works. All agreed
FGP/1352	The Boxing Club have requested permanent use of the basement for their club and would like to be in by September. They would need access 3-4 days a week mainly during evenings. The working party and Caretaker met with Boxing Club representatives to discuss preparatory work which would need to be done during July and August. Two walls need to be painted with damp proof paint and stud walls erecting plus they would need toilet and kitchen facilities. The Club can provide labour for some of the work. Questions were raised about storage of items and repair work currently undertaken in the basement by amenities staff. An area for their use could also be built.
Resolved:	To recommend to full council that they consult with the Caretaker and amenities staff again about their requirements for the basement and agreed they need to retain access to it for maintenance purposes. Agreed to also look into alternative facilities, such as an industrial unit, for storage and repairs. To meet again with the Boxing Club to explain they could have exclusive use of about 90% basement but a small locked area is still needed for staff. All in favour

The meeting closed at 21:00