

**MINUTES of the Town Hall Management Sub-Committee**  
**Council Meeting held on Monday**  
**27<sup>th</sup> February, at 7.30 pm – in the Lower Hall, Bentham**  
**Town Hall.**

Present: Cllrs Adams, Burton and Pearce. The Town Clerk Christine Downey.

- THM1 To appoint a Chairman of the Town Hall Management Sub-committee.  
**RESOLVED: That Cllr Adams is appointed the Chairman of the Town Hall Management Sub-committee.**
- THM2 To receive background information – extracts from minutes of 05/12/2022 and 03/01/2023. (papers2023/60 and 61)  
**RECEIVED.**
- THM3 Apologies from members unable to attend: To Note Apologies for absence given in advance of the meeting.  
**Cllrs Jones and Stannard.**
- THM4 Declaration of interests: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.  
**Cllr Adams declared that he is a member of the Bentham Theatre Group.**  
**Cllr Pearce declared that she is involved with the Hip Joint organisation.**
- THM5 To Receive Comment & Concerns: Public Participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration.  
**None.**
- THM6 To review recent complaints and agree a way forward. (Papers 2022/200 and 2023/62)  
**RESOLVED: Clerk to obtain three separate inventories from the caretaker, a list of all the catering equipment, crockery and cutlery that is available in the main kitchen, a list of all the catering equipment, crockery and cutlery that is available in the galley kitchen, and a list of all the catering equipment, crockery and cutlery in storage. The lists to also include a count of the tables and chairs and other furniture, so that the lists are a complete record of what is available to hirers.**  
**RESOLVED: Clerk to instruct the caretaker that place settings for 80 should be available.**  
**RESOLVED: Clerk to remind the caretaker that an inventory should be conducted in both kitchens once a month and all missing items replaced from those in storage, or ordered as necessary.**  
**RESOLVED: Clerk to remind the caretaker that mugs, cups and side plates should be readily available in both kitchens at all times.**  
**RESOLVED: A list of available items to be provided for hirers booking rooms for larger events.**  
**RESOLVED: Cllr Stannard to organise a mobile phone for the caretaker.**
- THM7 To review the prices for room-hire at the Town Hall, and to make recommendations to full council. (Papers 2023/63 and 64)  
**RESOLVED: To hire out the Ballroom and Main Kitchen together and not separately.**  
**RESOLVED: To hire out the Lower Hall and Galley Kitchen together and not separately.**  
**RESOLVED: To simplify the booking charges by removing the following categories of charge: -**
  - Non-Local charges.

- Main Kitchen Alone rate.
- Galley Kitchen Alone rate.
- Ball Room without kitchen.
- Lower Hall without kitchen.
- Half Wenningdale Room.

- THM8 To consider the amount of time to be allowed free of charge to hirer's, to set up before an event, and to clear away after an event, and to make recommendations to full council.  
**RESOLVED: That no free time is allowed automatically, either before or after an event.**  
**RESOLVED: That rooms are booked from the time that access is required to the time that the door will be locked.**  
**RESOLVED: Clerk to confirm to the caretaker that hirers are required to keep to the opening and closing times that they have booked, and should not overrun.**  
**RESOLVED: Special arrangements regarding time to set up and/or time to clear away may be negotiated. Small sensible requests may be decided by the clerk. Larger or more complicated requests will be referred to the council for consideration.**
- THM9 To consider requests for special arrangements and/or concessionary rates: -
- 9.1 Churches Together group request for the fee for a community lunch event on Monday 8<sup>th</sup> May 2023 in the Ballroom, to celebrate the coronation, to be waived.  
**RESOLVED: The fee cannot be waived for a non-council event.**  
**RESOLVED: If Churches Together provide exact details of the room booking that they would require, the council may consider a special rate.**
- 9.2 Hip Joint request for extra setting up and clearing away time. (Paper 2023/65)  
 It was reported that Hip Joint need access to the room from 9 am to "approximately" 4.30 pm. It was agreed that as a definite locking up time is required, that the booking should be from 9 am to 5 pm, i.e., 8 hours.  
 It was reported that the standard charge for an 8-hour booking of the Ballroom and Main Kitchen is £132.48, plus the PRS charge.  
**RESOLVED: That if Hip Joint book six or more events per annum, that the usual booking fee of £132.48 (plus PRS charge) is discounted by 20% to £106.00 (plus PRS charge), for a 9 am to 5 pm booking.**
- 9.3 Bentham Theatre Group request to be provided with keys and storage space.  
**RESOLVED: That Bentham Theatre Group may be provided with keys during the pantomime season, but that this is for access for scenery painters and insignificant matters only, and that all usage by the cast should be booked in the normal way.**  
**RESOLVED That the storage cupboard at the bottom of the Wenningdale room stairs will be made available to the Bentham Theatre Group subject to: -**
  - The storage room being cleared out (archive evening is Wednesday 8<sup>th</sup> March 2023). and
  - A working smoke detector being present.
- 9.4 Carolyn Lobb, Multiply Engagement & Delivery Officer (PT). North Yorkshire County Council re cost-of-living road show events. (Paper 2023/66)  
**RESOLVED: To be asked to specify what booking is required, and then clerk to quote the cost.**
- THM10 To consider the caretaking arrangements and to make recommendations to full council if necessary.  
**RESOLVED: To be reviewed when new clerk is in post.**
- THM11 To consider the arrangements for building maintenance and to make recommendations to full council, if necessary.

It was reported that an invoice for a new hot water boiler for the galley kitchen will be presented to full council at the 6<sup>th</sup> March 2023 meeting.

It was reported that the disabled ramp has had one coat of paint this week and that the decorator will return to do the second coat when the weather is warmer.

**RESOLVED: When the decorator is making good in the Ballroom after the new windows are installed in April, they should be asked to touch up the scuffed paintwork in the Lower Hall as well.**

- THM12 To consider the management of the building as a venue and to make recommendations to full council if appropriate, for a way forward: -
- 12.1 In the short term, and  
**RESOLVED: No further action at this time.**
- 12.2 In the long term.  
**RESOLVED: No further action at this time.**
- THM13 To walk through the Town Hall and decide what repairs and maintenance issues require attentions (if time allows), or to agree a date for the walk through the Town Hall.  
**RESOLVED: Not required at this time.**
- THM14 Items for next meeting and minor items for information only.  
**None.**
- THM15 Date of next meeting. **To be decided.**

**There being no further business the meeting closed at 9:12 pm.**