

## TOWN HALL AND MANORIAL LANDS TRUST

### A Meeting was held on Thursday 2 December 2021

**Present:** Cllrs Mike Canavan, David Cook, Bryn Griffiths, Chris Johnson, Nigel Johnson and Andy Wake.

Clerk –Mrs Julie McLuckie.

#### **1/02/12/21 APOLOGIES FOR ABSENCE**

**RESOLVED** that the apologies submitted by Cllrs Carey, Makinen, Oxley and Sowerby be received.

#### **2/02/12/21 MINUTES OF THE PREVIOUS MEETINGS**

**RESOLVED** that the minutes of the meeting held on 7 October 2021 be approved.

#### **3/02/12/21 FINANCIAL STATEMENTS**

- a. **RESOLVED** that the monthly financial statements for October and November 2021 be received and agreed.
- b. **Town Hall Trust Budget Review 2021/22** - There had been no transfers made to the Town Hall from Manorial Lands Trust so far this year which is a great achievement following the impact of the pandemic. The Clerks and Stewards were thanked for their service and hard work in achieving this and introducing robust risk assessment and a new cleaning regime. This provided users with the confidence to return knowing we had introduced new procedures to tackle the risks associated with the pandemic, these measures remain in place. The Town Hall Management Advisory Committee and the Friends of the Town Hall were thanked for their continued support and fund raising efforts over this difficult time.
- c. **Manorial Lands Trust Budget Review 2021/22** – Due to the pandemic the anticipated revenue from the Friday markets was below budget but the Farmers Market is above budget due to the introduction of an additional market each month. There was also an additional payment received for the decking areas.
- d. **RESOLVED** that the Unaudited Financial Statements for Stokesley Town Hall Trust for the year ending 31 March 2021 circulated on 12.11.21 be received and agreed.
- e. **RESOLVED** that the Unaudited Financial Statements for Stokesley Manorial Lands Trust for the year ending 31 March 2021 circulated on 12.11.21 be received and agreed.
- f. **RESOLVED** that the draft Stokesley Town Hall Trust Annual Report and Financial Accounts for the year ended 31 March 2021 circulated on 12.11.21 be received and agreed.
- g. **RESOLVED** that the draft Stokesley Manorial Lands Trust Annual Report and Financial Accounts for the year ended 31 March 2021 circulated on 12.11.21 be received and agreed.

#### **4/02/12/21 TOWN HALL TRUST**

- a. Town Hall Update – **RESOLVED** that the Town Hall has seen an increase in the number of bookings over the last two months. We continue to complete enhanced cleaning and encourage people to wear masks whilst moving round the building.
- b. **RESOLVED** that the minutes from the Town Hall Management Advisory Committee (THMAC) held on 8 November 2021 be received.  
Outstanding issues:-
  - i. Accessible Toilet Door - the Clerk would contact the Local Authority Building Control Officer to see if they can visit the building and offer advice regarding the accessible toilet door.
  - ii. Roof tile - the Clerk would obtain quotes to repair the slipped tile on the roof.
  - iii. Jack Brunton Room carpet – it was agreed that this was not a priority and would be reviewed in the future.
  - iv. Carter Room mosaics – they were now framed and ready to be displayed.
  - v. Ventilation / Cooling system – Mr Ridgeway was going to ask a group who he works with at Durham to consider any possible schemes that may be suitable. The costs of which would be the major factor in considering if any scheme can be progressed or not.
- c. **RESOLVED** that the minutes from the Town Hall Committee held on 29 November 2021 be received.
- d. **Bar Charges** – **RESOLVED** that following a review of the current bar charges it was agreed that these should be increased in accordance with the proposal circulated via e-mail on the 2.12.21. The new bar prices would be introduced from January 2022 and would be advertised within the bar area.
- e. **Town Hall Hire Charges** – **RESOLVED** that the room hire charges be increased from April 2022 as attached at Appendix 1.
- a. **Town Hall Trust Auditors** – the Clerk had requested responses from several firms but only one firm had confirmed they were able to undertake the work, but they were unable to provide a definitive quote. **RESOLVED** that Chipchase Manners be appointed as our preferred Auditor and the Clerk would negotiate a three-year term.

#### **5/02/12/21 MANORIAL LANDS TRUST**

- b. Market Update –
- i. Friday Market – **RESOLVED** that as we now have some space available the Clerk would offer these to those stallholders on the waiting list in the New Year. It was agreed to look at purchasing banners or A Boards that can be displayed at each of the entrances to the town on a Thursday afternoon removed on Friday evening promoting the Friday market.  
It was agreed that there would be no increase in stall holders rent during 2022/23.
  - ii. Farmers Market – **RESOLVED** the Farmers Market continues to be a great success and very well supported. The Clerk would offer to purchase two new banners for the new ‘Makers Market’ to be displayed on the Town Hall and the roundabout railings.  
It was agreed that the Farmers Market stall rent should increase from £12.70 to £13.20 as there had not been an increase since 2019.
- c. **Manorial Lands Trust Auditors** – the Clerk had requested responses from several firms but only one firm had confirmed they were able to undertake the work, but they were unable to provide a definitive quote. **RESOLVED** that Chipchase Manners be appointed as our preferred Auditor and the Clerk would negotiate a three-year term.
- d. Levenside Update – **RESOLVED** that the Clerk would respond to a query received from HDC Planning confirming the Company name for the Planning Application.  
Environment Agency Kiosk – **RESOLVED** that a meeting be arranged between the Environment Agency, members of the River Leven Project and the Levenside Association to discuss the disappointment regarding the lack of consultation and information provided about the installation of this unit and to agree a way forward.  
21 Levenside – **RESOLVED** that the Clerk write to the owners to remind that of the requirement to reinstate the cobbled and grassed area outside their property and adjacent properties where works vehicles have been parked. Northern Gas Works did not contact MLT to advise them of the works they were going to carry out and although they have the right to carry out the work without approval, they are meant to inform the landowner. As this has happened in other areas the Clerk would contact them to remind them of the requirement to advise the landowners in advance.  
Levenside Fencing – **RESOLVED** that the Clerk would arrange to meet with the contractor to obtain a quote for a couple of areas that require repair.
- e. Underground cabling and new lighting on the Levenside – **RESOLVED** to remind Northern Power Grid of their agreement to reseed some areas in the Spring. Discussions continue regarding the installation of the new lighting columns.

- f. Wayleave Agreements – 29A College Square -**RESOLVED** that the licence agreement be agreed but that the Works Order required some amendments to ensure that specific detail was included.
  
- g. College Square Parking Issues – the new signs directing the traffic round the one-way system have been welcomed and are having a positive impact but it was recognised that it would not be fully resolved until enforcement measures are introduced.
  
- h. Legal Updates
  - i. 2 College Square - Request to purchase / lease land – still with our Solicitor.
  - ii. Chestnut House – still with our Solicitor.

The meeting closed at 9 pm

Signed ..... Date .....