



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### DRAFT Minutes of the Thornborough Hall Committee meeting held in the Oak Room, Thornborough Hall on Thursday 4<sup>th</sup> August 2022 at 7.00pm.

Present: Cllr Holder      Cllr Laws      Cllr Sanderson      Cllr Spenceley  
Clerk MRS C Smith

22. 170      **PUBLIC REPRESENTATIONS-** None.

22. 171      **APOLOGIES** – received and accepted from Cllr Barker.

22. 172      **DECLARATION OF INTEREST** -Cllr Sanderson in items 22.174 & pecuniary interest in item 22.181.

22. 173      **MINUTES OF MEETING held on Wednesday 5th January 2022** -approved as a correct record.

22. 174      **THORNBOROUGH HALL MAINTENANCE**

- a. **Library Repairs**– The Committee discussed the repairs and agreed to ask local decorators for quotations for the painting.
- b. **Windows**- The Committee resolved to appoint MR Sean Taylor to paint the external windows.
- c. **Emergency Lighting**- The Committee resolved to obtain more quotations and bring this back to the monthly Council meeting.
- d. **Maintenance Plan**- The Committee discussed the formation of a 5 year maintenance plan.

**Action: Clerk to put together a list of works to provide to the committee.**

22. 175      **STUDY OF COMMUNITY BUILDINGS**

- a. **Phase Two Report**- The Committee considered the recommendations in the report and resolved to obtain quotations and look into grant funding for the improvements to Thornborough Hall.

**Action: Clerk to request quotations to convert all lighting to LED. Cllr Laws to look into grant funding.**



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### 22. 176 SERVICE LEVEL AGREEMENTS & CONTRACTS

- a. Library SLA – approved and signed.
- b. RDC License- approved and signed.

### 22. 177 OAK ROOM CHARGES

- a. Oak Room hire – The Committee resolved to increase the charges as follows:

Oak Room	£8.00
ONE OFF BOOKINGS LOCAL/NON LOCAL ½ DAY (4 hours max)	£40.00
BUSINESS RATES (i.e. business meetings NYCC)	£40.00

#### OTHER CHARGES:

ART EXHIBITIONS	Business rate
ELECTION (Full Day)	£220.00

#### PARTIES:

- MIDNIGHT FINISH
- LATE LOCK UP FEE APPLIES AFTER 10 P.M.
- REFUNDABLE BOND OF £100

Up to 4 hours	£50.00
Additional hours @	£15.00

#### VAT at 20% to be added to hire charges

- 2 HOURS MINIMUM CHARGE ON ALL BOOKINGS
- £12.00 LOCK UP FEE ON BOOKINGS UP TO 10 P.M.
- A LATE LOCK UP FEE OF £12 TO BE CHARGED AFTER 10



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### 22. 178 WEDDINGS

a. **Chair Covers-** The Committee resolved to purchase 70 chair covers & sashes.

b. **Wedding Rates-** The Committee reviewed the rates and resolved to set the charges as follows:

**Oak Room – Ceremony only**

**Up to 30 Guests** £250.00

**between 30 Guests-60 Guests** £400.00

**Bank holiday weekends will incur a surcharge of £100**

**NON RETURNABLE DEPOSIT** £100

**Extra hours** £12.00

**(Note: if reception here party rates apply)**

### 22. 179 OFFICES

a. **Vacant Offices-** The Committee were updated that Offices 16, 18, 19 & 20 are now occupied and that notice has been given on Office 21.

b. **Surcharge for Tenants-** Update received from Cllr Spenceley on the calculations for the service charge.

***Action: Cllrs to work on calculations and item to be discussed again at a future meeting.***

### 22. 180 STORAGE OF LEYBURN & MID WENSLEYDALE

**PARTNERSHIP ITEMS-** The Committee discussed and approved storage of items

### 22. 181 FINANCE

a. **Roofing Repairs Invoice-** The Committee approved the invoice awaiting payment.

22. 182 **EXCHANGE OF INFORMATION-** None.

22. 183 **DATE OF NEXT MEETING-** To be confirmed.