



LEYBURN TOWN COUNCIL

Market and Burial Authority

Minutes of the Thornborough Hall Committee will be held virtually on Monday 29th June 2020 at 7pm

Present: Cllr Alderson Cllr Beswick Cllr Holder Cllr Medley Cllr Sanderson Cllr Spenceley
Cllr Waites Cllr Walker Cllr Wood Clerk: Mrs C Smith Deputy Clerk: Ms R Hurst

20.128 PUBLIC REPRESENTATIONS-None.

20.129 APOLOGIES – None.

20.130 DECLARATION OF INTEREST – Cllr Sanderson pecuniary interest in item 20.132

Cllr Alderson in Items 20.132 & 20.137 as an employee of one of the tenants of Thornborough Hall.

20.131 MINUTES OF MEETING- held on **13th February, 2020–Approved** as a correct record.

20.132 ROOF REPAIRS & MAINTENANCE

- a. **Update** – Cllr Sanderson updated the Committee that the gutter above O’Reilly’s is now finished and they are currently working on the section above Office 8. He also reported that the leak above Office 20 is due to a large hole in the felt. This will require either scaffold or a cherry picker to access the area to repair. The Committee **resolved** to agree to hire a cherry picker to carry out an emergency patch of the area to make it water tight until the full repair of this side can be carried out from scaffold.
- b. **Update on current costs of the ongoing repairs to the front and side of the roof area-** Cllr Sanderson is going to send costings around to the full Council.
- c. **Maintenance Programme- Deferred** to a future Meeting Agenda.

Action: Cllr Sanderson to put together recommendations and a proposal with costs forward for a 5 year maintenance programme from the information in the roofing report and feedback from the findings of the current repairs.

20.133 OAK ROOM

- a. **New Draft Oak Room Hire Contract Agreement–Approved and adopted** by the Committee.

20.134 COVID 19

- a. **Social distancing measures-** Quotations discussed and the Committee **resolved to appoint** Swift Signs to create the social distancing stickers.
- b. **Covid secure measures-** The Committee **resolved** that the maximum capacity for the Oak room would be 12 with 2 Meters social distancing in place. The Committee also **resolved** to approve the purchase of additional cleaning supplies of disinfectant, blue roll, soap dispensers, more paper towels, more gloves and additional PPE for the caretakers.

20.135 FINANCE

- a. **Financial reports-** circulated for information only.



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20.136 EXCLUSION OF THE PRESS AND PUBLIC- The Committee approved the following resolution:
“That under the provisions of The Public Bodies (Admission to Meetings) Act 1960 Sec 1, as amended, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information”

20.137 RENTAL RATES

- a. **Clarkson’s request for rental reduction due to the leaking roof-** The Committee **resolved** to grant a six month rent free period on Office 8 when they move into this room.
- b. **Rental rate for Office 8-** The Committee **resolved** that the rate would be calculated at £7 per sqm plus service charge and cleaning costs.

20.138 STAFFING MATTERS

- a. **Caretakers returning to work-** The Committee discussed the return to work assessments and **resolved** to keep one caretaker on the furlough scheme and one will continue to carry out cleaning of all common areas.

- b. **Caretakers hours of work and duties-** The Committee **resolved** to have a meeting of the Staffing Committee to discuss this with the employee.

20.139 EXCHANGE OF INFORMATION

Cllr Alderson reported the smell from the skip in the back car park and requested that if is emptied by Sanderson & Co.

20.140 DATE OF NEXT MEETING: To be confirmed.

Meeting closed 9pm