

**MINUTES OF THE TOWN HALL MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 23 SEPTEMBER 2020 ON-LINE**

**PRESENT:** Cllrs F Matthews, Mrs J Shaw-Wright and G Harding

**IN ATTENDANCE:** C Jones, Arts Officer and G Bell, Town Clerk

To note due to technological difficulties, Cllr Harding was not able to make direct verbal contributions to the meeting.

		<b>ACTION</b>
1	<p><b>APOLOGIES</b></p> <p>Cllr S Cahill</p>	
2	<p><b>MINUTES</b></p> <p>Before the meeting commenced Cllr Matthews was nominated and seconded as Chair.</p> <p>The Arts Officer updated that due to the Covid-19 situation, National Theatre Live have not re-contracted for 2020/21.. It was agreed that once the Arts Officer is able to make contact with the National Theatre, the current arrangements should continue for another year.</p> <p><b>RESOLVED: That the minutes of the previous meeting held on 23 September 2020 were approved as a correct record.</b></p>	
3	<p><b>COVID-19 SITUATION</b></p> <p><b>3.1</b> The Arts Officer reported on the possible re-opening of the Town Hall. Due to all the current restrictions, the significantly reduced capacity of the venue and rising cases of Covid-19 it was felt that the Town Hall would not likely be open until end of January. It was agreed that it would be a good idea to look at making the Town Hall more accessible in general e.g. easier to operate taps, changing door handles etc The Arts Officer agreed to update the website with a message stating why the Town Hall is still closed and how the team are working towards re-opening.</p> <p><b>3.2</b> The Arts Officer provided a list of re-scheduled and cancelled shows. 19 shows have been re-scheduled and 7 cancelled. Only 2 shows incurred a cancellation fee.</p> <p><b>3.3</b> The Arts Officer updated on the live stream events he had organised with other members of the Small Venue Network. 4 out of 6 streaming events had already taken place and donations for the events streamed so far had ensured that all 6 events will have had costs covered. The Arts Officer is hoping to put on a streamed show live from the Town Hall. The artist is touring empty and hybrid venues and along with his tour</p>	

	<p>manager, brings and operates the P.A. and camera. The artist has agreed to take his fee on a door split, and with only the Arts Officer required, costs will be minimal. It was agreed that this would show the Town Hall to be innovative and still around.</p> <p>Goole Town Council have purchased a live streaming camera and for a £50 hire fee and the cost of a technician would enable the Town Hall to live stream other shows. It was agreed for the Arts Officer to contact local artists with a view to streaming shows.</p> <p><b>RESOLVED THAT:</b></p> <p><b>i) The abovementioned updates be noted, and</b></p> <p><b>RECOMMENDATION TO COUNCIL That;</b></p> <p><b>ii) the Arts Officer trials a live stream event.</b></p> <p><b>3.4</b> The Arts Officer presented a report on the use of Contactless Box Office system. This would enable 'e-tickets' to be printed with a QR code. These are then scanned in using a handheld device, reducing contact between staff/volunteers and customers on a show night. Paper tickets can still be printed and posted for a fee if requested. The QR code also solves a long-standing problem of customers claiming they have lost tickets, by scanning the tickets into Oscar (box office) will prevent the same ticket from being used more than once, previously staff have had no way of verifying if the tickets were lost or passed to someone else. It is anticipated that this will lead to a significant reduction in printing of physical tickets and the associated costs.</p> <p><b>RECOMMENDATION TO COUNCIL That 2 handheld scanners be purchased at a cost of £435 + VAT each, plus a £10 per month rental fee for each device.</b></p>	<p>Arts Officer</p> <p>Arts Officer</p>
4	<p><b>STANDING ITEMS</b></p> <p><b>4.1 Final Income &amp; Expenditure 2019/20</b> The Arts Officer provided the final income and expenditure for 2019/20 report.</p> <p><b>RESOLVED: That the report be noted.</b></p> <p><b>4.2 Monitoring Income &amp; Expenditure 2020/21</b> The Arts Officer provided the current income and expenditure report with budget figures for 2020/21 which were considered. It was agreed that alternatives to the usual twice yearly brochure would be explored for the forth coming spring season.</p> <p><b>RESOLVED That:</b></p> <p><b>i) the report be noted, and</b></p>	

	<p>ii) <b>Alternatives to the regular printed brochure be explored by the Arts Officer.</b></p> <p><b>4.3 Arts bookings for 2021/22 and budget provision</b>  The Arts Officers updated that the Spring Season is fully booked due to shows being re-programmed. All contracts have a ‘force majeure’ clause included ie if venues are unable to operate at a reasonable capacity as a result of government restriction, a show can be cancelled with no costs incurred by either party.</p> <p><b>RESOLVED That</b></p> <p>i) <b>the Arts Officer update be noted; and</b></p> <p><b>RECOMMENDATION TO COUNCIL: That</b></p> <p>ii) <b>The Arts Officer be given permission to book acts for 2021/22 based on the 2020/21 budget.</b></p> <p><b>4.4 Grant Funding Opportunities</b>  The Arts Officer updated on funding available.</p> <p><b>RESOLVED That the Arts Officer’s update be noted.</b></p>	Arts Officer
5	<p><b>SMALL VENUES NETWORK UPDATE</b></p> <p>The Arts Officer updated that he had been meeting regularly with SVN.</p> <p><b>RESOLVED That the Arts Officer’s update be noted.</b></p>	
6	<p><b>UPDATES FROM PREVIOUS ACTIONS</b></p> <p>6.1 No further action as yet regarding updating the bar.</p> <p>6.2 The Folkish Performance was well received.</p> <p>6.3 Defer the reinstatement of Battle of the Bands</p> <p><b>RESOLVED THAT The above updates be noted.</b></p>	
7	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>To note that the recommendations from the Culver Dodds Cultural Consultancy report be kept on the agenda for future discussion.</p>	
8	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting is Monday 8 March 2020</p>	