****

**MINUTES OF THE TOWN HALL MANAGEMENT COMMITTEE HELD ON MONDAY 20 SEPTEMBER 2021 ON-LINE**

In Attendance: Cllrs F Matthews, J Shaw-Wright and S Dunkley

 G Bell and C Jones

**THMC1** **APPOINTMENT OF CHAIR AND VICE CHAIR**

 Cllr F Matthews was appointed Chair and Cllr J Shaw-Wright was appointed Vice Chair.

**THMC2** **APOLOGIES FOR ABSCENCE**

 Cllr G Harding

**THMC3** **DISCLOUSURE OF INTEREST**

 There were no disclosures of interest.

**THMC4 MINUTES OF THE LAST MEETING**

No minutes had been produced as the previous meeting had not been quorate. Items discussed at the meeting were added to the March Council agenda to be resolved.

**THMC5 TOWN HALL REOPENING**

The Arts Officer provided an update on performances which had taken place since the Town Hall reopened and the implementation of Covid-19 Policies.

 **RESOLVED THAT:**

1. **The updates be noted**
2. **The Arts Officer to log Covid precautions which have been investigated or trialled but were not viable in order to demonstrate that due diligence had been taken**

**THMC6 STANDING ITEMS**

**THMC6.1 Monitoring Income & Expenditure 2021/22**

The committee considered the Income & Expenditure report for 2021/22 provided by the Arts Officer.

 It was noted that this year would prove to be a very challenging year with many unknowns.

 **RESOLVED THAT:**

1. **Council should be aware that this year will probably not be as good as previous years**
2. **Explore opportunities for employing an external arts marketing professional on a short term basis**

**THMC6.2 Arts Bookings for 2022/23**

The committee considered the report on bookings for 2022/23 from the Arts Officer.

 **RESOLVED THAT:**

1. **The report be noted**
2. **The Arts Officer keep bookings under review and if necessary seek permission from Council for authority to book for 2023/24**

**THMC6.3 Grant Funding Opportunities**

The Arts Officer updated the committee that his schedule hadn’t allowed him to explore opportunities. It was noted that Arts Council England has named the Selby district as one of their priority places to work with to deliver cultural and creative opportunities. It was agreed to keep an eye out for any opportunities that may be available.

**THMC7 HIRING OF THE TOWN HALL**

The committee considered the report on the use of the Town Hall by external hirers provided by the Arts Officer.

 The Arts Officer updated that there have been an increasing number of enquiries from external promoters wishing to hire the Town Hall for concerts which are open to the public. These types of bookings are more involved than a regular room hire for meetings or classes, and are managed as though they were an internally booked and promoted Town Hall show with technician, volunteers and Arts Officer in attendance.

 The committee agreed that a specific hirers package should be fully costed and developed and that these bookings should be limited.

 **RECOMMENDATION TO COUNCIL THAT:**

1. **A maximum of 4 external hirers be booked in any year**
2. **No return for the same ‘act’ in 2 years**
3. **Develop a specific hire package to reflect the true costs of these bookings.**

**THMC8 IN PERSON CARD PAYMENTS FOR TICKET PURCHASES**

The committee considered the report from the Arts Officer on the use of an integrated chip and pin terminal (pin pad) attached to the Town Hall box office system.

By using this system it would allow the one PDQ machine to be used solely in the bar and in person card payments to be paid at the box office.

 The cost to purchase the pin pad from Savoy Systems and associated fees are:

1. Pin pad and set up £295.00 + VAT
2. Pin pad mount and countertop stand £ 50.00 + VAT
3. Postage £ 15.00
4. Monthly service fee (unlimited transactions) £ 16 + VAT

 **RECOMENDATION TO COUNCIL THAT:**

1. **To purchase the pin pad, set up fee and associated hardware at a cost of £360.00 + VAT from Savoy Systems**

**THMC9 AGENDA ITEMS FOR NEXT MEETING**

This item was noted.

**THMC10 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

MONDAY 14 MARCH 2022