

**MINUTES OF THE TOWN HALL MANAGEMENT COMMITTEE MEETING HELD ON MONDAY  
19 MARCH 2018 AT SELBY COMMUNITY CENTRE, SCOTT ROAD, SELBY**

**PRESENT:** Cllrs F Matthews (Chair), Mrs J Shaw-Wright

**IN ATTENDANCE:** C Jones, Arts Officer, K Mann, Town Clerk

**1 APOLOGIES**

There were no apologies.

**2 MINUTES**

**RESOLVED:** That the minutes of the previous meeting held on the 5 June 2017 were noted.

**3 MARKETING**

The Arts Officer updated that there were volunteers who distributed the programme in Leeds and York and a regular Town Hall customer distributed around Selby town area. The Clerk updated that Selby Leisure Centre had agreed that programmes and flyers could be left at their site.

**RESOLVED:** That the update be noted.

**4 GDPR AND IMPACT ON THE ARTS**

The Arts Officer updated that the change to the Data Protection Act, which comes into force on May 25<sup>th</sup>, impact on the legal way in which customer data is processed for the marketing of the shows. A recent amendment to the General Data Protection Regulation means that public authorities can now use 'legitimate interest' as the legal basis by which they process data for tasks which are deemed not to be public (ie. non-statutory). Direct marketing falls under this category as long as we 'use people's data in ways they would reasonably expect and which have a minimal privacy impact.' As customers who have asked to be on our mailing list could reasonably expect to receive a brochure and e-mails relating to shows, there is no need to significantly alter the way in which we process data. While adhering to this legislation would require significantly less work than had previously been thought, the Arts Officer accepted that the arrival of the GDPR regulations represented a good opportunity to tighten up the way in which we collect data from customers going forward.

There will need to be a data sharing agreement in place with the printing contractor who uses Town Hall customer data to post out the brochure. The Arts Officer will provide such an agreement for council to agree before the new Regulation takes effect on the 25 May 2018.

Under the new legislation, the Town Hall will require a privacy notice which outlines the way in which customer's data will be used and specifies 'legitimate interest' as the legal basis under which this processing takes place. There may be slight wording changes to the Privacy Notice provided for the meeting before it is submitted to Council for approval.

The Clerk suggested as the Arts Officer had been working on the GDPR and was knowledgeable about the impact the new Regulation would have on the Town Council as well as the Town Hall Arts Centre the Arts Officer be considered for the Data Protection Officer role.

**RESOLVED: That**

- i) The Arts Officer provide a Privacy Notice for the Arts to Council on the 30 April 2018; and**
- ii) The appointment of the Town Council's Data Protection Officer be considered at a future date.**

**5 DISPOSAL OF ARTS EQUIPMENT**

The Arts Officer provided a list of equipment that was no longer working or no longer used that was to be disposed of. It was agreed to scrap the equipment that was not working and to sell, sold as seen, the following items:

Soundcraft LX7 II mixer - £50 (works sporadically, not used for over 4 years)

Carlsbro mixer amplifier - £20 (no cables and not used for over 10 years)

ADB Bolero Lighting Desk - £20 (not used for over 10 years)

**RESOLVED: That**

- i) The equipment that no longer works to be scrapped; and**
- ii) The three pieces of equipment listed above be sold as seen or scrapped if not sold as they were under £100.**

**6 BAR IMPROVEMENTS**

The Arts Officer updated that the manager of Barton Ropewalk would visit the town hall bar/kitchen area on Friday to look at suggested improvements to the area. It was also suggested that tonic water is purchased as this is regularly being asked for. The Arts Officer was also asked to look at pricing as there hadn't been a review for some time. Once the cost to purchase and cost to sell has been reviewed the Arts Officer would provide the information, by email, to the committee members.

**RESOLVED: That**

- i) The update be noted and further information be brought to the next meeting;**
- ii) The Arts Officer complete a review of prices of bar stock and email the information to the committee members.**

**7 STANDING ITEMS**

**7.1 Monitoring Income & Expenditure 2017/18**

The Arts Officer provided the Income and Expenditure report with budget figures which were considered. The Expenditure predicted figure was £4,404 under the budget and the income predicted figure was £14,369 over the budget. The figures provided were up to 28 February 2018. The Arts Officer noted that this expenditure was based on shows taking place in 17/18, but that it was highly likely before the end of the month that a number of invoices dated 17/18 would arrive for shows taking place in 18/19, thus impacting on the predicted expenditure.

The Arts Officer provided a list of acts booked for the next season (2018/19). One of the shows would be held on the 14 June 2018 which was part of the current season. 8 shows were already confirmed and another 2 provisionally booked.

The Arts Officer is currently working on the 2019/20 season and it was agreed to recommend that the Arts Officer is given permission to book acts on the assumption that the budget would be the same as the 2018/19 budget.

**RESOLVED: That**

**i) The Arts Officer update be noted; and**

**RECOMMENDATION TO COUNCIL: That**

**ii) The Arts Officer be given permission to book acts for 2019/20 based on the 2018/19 budget.**

## **7.2 Grant Funding Opportunities**

Nothing was discussed.

## **8 SMALL VENUE NETWORK (SVN) UPDATE**

The Arts Officer advised that the SVN were putting in a funding application to the Arts Council in 2018/19 and a project would probably come forward from January 2019 providing the funding application was successful.

**RESOLVED: That the Arts Officer's update be noted.**

## **9 REVAMP OF BATTLE OF THE BANDS AND YOUNG BANDS NIGHT**

The Arts Officer updated that he had met with Chris Miley and Sarah Garrard from the Music Rooms to discuss the future of Battle of the Bands and how new groups/individuals could be encouraged to take part. A new proposal was considered and the Arts Officer would take this forward, working with the High Schools and College. Phase 1 would be to see if there was a demand for the project within an approx. 10 mile radius of Selby Town Area. Feedback would be provided to the next meeting.

**RESOLVED: That the Arts Officer continue to developing the bid and report back to a future Town Hall Management Committee meeting.**

## **10 AGENDA ITEMS FOR NEXT MEETING**

The following recommendations from the Culver Dodds Cultural Consultancy (CDCC) Report have not yet been mapped against agenda items:

- Develop the programme to increase the breadth and number of events in order to develop new audiences including:
  - regular comedy club
  - easy listening jazz concerts featuring well-known artists
  - high-profile celebrity 'An Evening With'... style shows
  - family shows scheduled for school holidays

- Establish a regular cinema offer managed in-house
- Foster new relationships with community and regional delivery partners
- Make use of Studio as new public access point and bar for pre-concert social setting
- Explore future governance options, including the possibility of establishing an independent charitable trust

**RESOLVED: That the abovementioned items be noted.**

## **11 DATE OF THE NEXT MEETING**

It was agreed to change the date of the next meeting to be held on the 10 September 2018. The following meeting to be held on the 4 March 2019. The Clerk to amend the meeting schedule and present it to Council.

The meeting closed at 8.00pm.

**RESOLVED: That**

- i) The date of the next meeting be 10 September 2018; and**
- ii) The Clerk provide Council with an updated schedule of meetings 2018/19.**