

Selby Town Council
Town Hall Management Committee
Agenda
19.03.18, 6.30pm Town Hall - Main Hall

1 Apologies

2 Minutes

Minutes of the previous meeting held on the 5 June 2017. (Pages 3 to 7 attached)

3 Marketing

4 GDPR and impact on the Arts

To consider the update and documents provided by the Arts Officer and Town Clerk with regard to the changes in the Data Protection Act and the new General Data Protection Regulation from 25 May 2018. (Pages 8 to 11 attached)

5 Disposal of Arts Equipment

To consider disposing of some old equipment that has been used in the Arts Centre. (Page 12 attached)

6 Bar Improvements

To receive an update from the Arts Officer.

7 Standing Items

7.1 *Monitoring Income & Expenditure 2017/18*

- Report of the Arts Officer – Income and Expenditure with budget figures (Page 13 attached)
- Arts bookings for 2017/18 and budget provision
- Arts predicted bookings for 2018/19

7.2 *Grant Funding Opportunities*

8 Small Venues Network Update

9 Revamp of Battle of the Bands and Young Bands Night

To receive the report of the Arts Officer. (Pages 14 to 15 attached)

10 Agree 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

11 Date of next meetings

11 June 2018

4 February 2019

MINUTES OF THE TOWN HALL MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 5 JUNE 2017 AT THE TOWN HALL YORK STREET SELBY

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

IN ATTENDANCE: C Jones, Arts Officer, Mrs C Richardson, Admin Clerk

1 APOLOGIES

2 MINUTES

RESOLVED: That the minutes of the previous meeting held on the 13 February 2017 were noted.

3 MARKETING

The Arts Officer advised that the brochure for the new season was going to print tomorrow. Distribution would be via the same supplier as last season. Sales would go live on 29 June 2017. The World Pay virtual terminal would be utilised once again in the office.

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

4 Arts Festival 2017

The Arts Officer gave an update on the Arts Festival 2017.

He advised that as far as he was aware everything was going well. The Ugly Duckling Show, which was to be held at the Town Hall, had sold out so a second show had been added. This show was a 'pay at event' and 70 seats were at each show.

The Ed Byrne Show at the Abbey was now sold out, except 5 single tickets @ £10.00 each remaining. The opening show by Seth Lakeman was sold out with just 11 single tickets @ £10 each remaining. Ticket sales for other shows were selling well. An advert had been placed in the forthcoming brochure by the Arts Festival organisers.

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

5 Bar Improvements

The Arts Officer had emailed all SVN members but had only received three replies. Barton Ropewalk, Seven Arts in Leeds and Goole Junction. The Forum in Northallerton were looking at revamping their facilities and had provided contractors details.

Liz from the Ropewalk had provided information regarding provision of beer kegs and wastage and had expressed an interest to come to the venue and have a look at the issues. Liz had a pub industry background and it was considered that it would be useful to involve 'fresh eyes' in the discussion for improved bar facilities.

The Arts Officer noted that while the venue was ever expanding and developing, improvements to the bar had not kept pace with developments elsewhere in the Town Hall.

He noted that the Forum operates a similar venue to us with mainly cinema, functions and theatre, although they have 300/400 capacity.

The use of the Studio as a wedding venue was discussed. Cllr Mrs Shaw-Wright considered that less conventional lighting and a more attractive colour scheme should be used in the Studio and requested clarification on what the planned decoration would include.

The provision of screens were discussed for the Studio and it was noted that the Town Clerk had done some work in sourcing suitable screens.

The Arts Officer considered that the best plan would be to provide a bar across the rear of the Studio and involving other venues who already provide bar facilities would be a useful next step. He advised that if we planned to have draft beers then more space would be needed for coolers etc.

Cllr Matthews said that a builder could be asked for costs to provide a bar without incurring the high costs of employing an architect. He suggested Brown Cow Brewery be contacted for advice on a specification prior to dealing with local builders.

RESOLVED: That

- (i) The Arts Officers update be noted;**
- (ii) The Clerk provide an update at the next Land and property Committee regarding the planned decoration;**
- (iii) Brown Cow Brewery be asked for advice with regard to refurbishment of the bar area; and**
- (iv) The Arts Officer invites Liz from The Rope Walk, Barton to attend the Town Hall with regard to bar provision.**

6 STANDING ITEMS

6.1 Monitoring Income & Expenditure 2017/18

The report of the Arts Officer – Income and Expenditure with budget figures was considered.

It was noted that expenditure was £7,741 more than the budget figures but that £17,373 more than budget had been generated leaving a better than budget balance of £9,632. Arts bookings for 2017/18 and budget provision was considered. The Arts Officer considered that budget wise, the programme was in keeping with previous seasons. There were no really expensive acts this time. This was noted.

Arts predicted bookings for 2018/19 were considered. The Arts Officer advised that three shows were already booked in for 2018/19.

RESOLVED: That

- (i) The income and expenditure with budget figures report be noted;**
- (ii) The Arts booking for 2017/18 and budget provision be received; and**
- (iii) The predicted bookings for 2018/19 be received.**

RECOMMENDATION TO COUNCIL

That the Town Council give the Arts Officer permission to book acts for 2018/19 based on 2017/18 budget figures.

6.2 Grant Funding Opportunities

Nothing was discussed.

7 Small Venues Network Update

The Arts Officer advised he had attended an SVN meeting on Wednesday and a conference in Leeds to mark the end of the three year Arts Council funding period for the network. The conference had been excellent and very useful. An Arts Council bid was currently being written to cover another three years of SVN activity.

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

8 Battle of the Bands and Young Bands Night

The Arts Officer updated that only three Bands had entered the Battle of the Bands Competition so unfortunately the competition could not run. Year on year it was proving more difficult to recruit local Bands for this competition. He was keen to explore options for keep the event alive and had spoken to Chris Miley as well as Sarah Garrard from The Music Rooms regarding the future of the competition.

Sarah from The Music Rooms, was organising a Young Musicians Competition and had received 300 entrants. The Arts Officer was speaking to both Sarah and Chris regarding the lack of co-ordination in schools and how to get existing musicians to work together to form bands/ensembles as this was the key in the future organisation of a competition.

He considered that some of Sarah's contacts with existing musicians could be useful, while Rich Huxley of the band Hope and Social was co-ordinating a Bands Project in Goole which could possibly be replicated in Selby. He suggested making a small grants application to the Arts Council. He suggested no more than £7.5k would be needed but acknowledged that the concept was at its embryonic stages. The Arts Officer would provide additional information prior to an update being given to Council.

The Arts Officer noted that the next THMC Meeting was not until March 2018 which would be too late to progress matters as he hoped to develop things over summer and get things moving for Autumn. He asked for formal agreement to enable him to progress matters.

RESOLVED: That

- (i) The Arts Officers update be noted;**
- (ii) The Arts Officer prepare a draft proposal to send to the committee members prior to it being taken to Council.**

9 UPDATE ON WORKING WITH SELBY DISTRICT COUNCIL

The Arts Officer updated that Selby District Council had seconded Yvette Turnbull, the Arts Officer from Ryedale, for 2.5 days a week. He considered this was a positive move and that

things seem to be moving forward. He had attended a meeting of arts providers in the district including The Venue, Towerfest, Dave Edmunds (Selby Arts Festival) and others.

The Chair noted that a Creative Drivers Group was to be formed and considered that the level of recognition for the Town Council should be proportionate to any time and resources put in. There was not enough recognition for the Town Council for the Arts provision in the Town.

RESOLVED: That the Arts Officers update be noted.

10 Seat Reservations

The policy on advance seat reservations for customers with specific access requirements was discussed.

The Arts Officer advised it was becoming increasingly difficult to accommodate all the requests for reserved seating at events from those with specific access requirements. Several complaints had been received from other attendees who had queued in order to get 'the best seats' only to find that full rows of seats were reserved. Sometimes as many as 18 seats were reserved. These were genuine requests from people with access requirements, but as the numbers had increased rapidly in recent months it was becoming increasingly difficult to manage. He understood the frustrations of those who had complained so asked for advice on how to deal with the issue. On one occasion recently seats were reserved but people didn't turn up which meant seats were left empty, a complaint was received from someone attending.

RESOLVED: That the following be implemented;

- (i) Ask for a mobile number for the person reserving seats;**
- (ii) Arts Officer to text all attendees with seat reservations the day prior to the Show as a reminder and ask that anyone unable to attend phones his work number to let him know;**
- (iii) Advertise that limited disabled seating will be accommodated where possible;**
- (iv) Anyone else taking a booking for reserved seating to do so provisionally and the Arts Officer to confirm; and**
- (v) Arts Officer to ask other venues how they manage their disabled seating arrangements at the next SVN meeting and report back to the next THMC 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

12 March 2018



DRAFT Mailing List Privacy Notice

When You Subscribe to Our Mailing List

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored for the sole purpose of providing details on forthcoming events which take place at Selby Town Hall, or are organised by Selby Town Council under the banner of Selby Town Hall but take place at alternative locations. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations (GDPR) Article 6 (1) (a) (b) (e) and (f)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Or

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. *(TBC – depends on an amendment to the legislation currently passing through parliament which would allow public bodies to use 'legitimate interest' as a legal basis to process data)*

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We will only keep your data for the purpose it was collected for.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting Selby Town Council's "Data Information Officer": admin@selbytowncouncil.co.uk (note this is still to be agreed)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: admin@selbytowncouncil.co.uk.

Information Deletion

If you wish Selby Town Council to delete the information about you please contact: admin@selbytowncouncil.co.uk.

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To Sum Up

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Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to:

Selby Town Council Data Information Officer: admin@selbytowncouncil.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113



DRAFT CONSENT FOR POSTAL / E-MAIL MAILING LIST

I agree that I have read and understood the privacy notice of Selby Town Hall (as operated by Selby Town Council). I agree by signing below/selecting the 'consent' check box (*delete as appropriate depending on postal/e-mail mailing list*) that the Council may process my personal information I understand that I have the right to request modification on the information that you keep on record.

I understand that I have the right to withdraw my consent and request that I am removed from your database.

DISPOSAL FORM

Name of Officer requesting disposal of equipment	Type of Equipment	Reasons for disposal	Value if any	Working/Not Working	Hazardous/ Non Hazardous	PAT completed	Charge for disposal Yes and amount/No	Suggested Alternative disposal
CJ	4 x Studiospares passive monitors	Superseded	N/A	Working	Potential	N/A		
CJ	Spirit Powerstation powered mixer	Superseded, partially broken, obsolete	N/A	Partially (no power amp)	Non	No		
CJ	Soundcraft LX7 II mixer	Superseded, faulty elements	£50	Partially (some channels sporadically not working)	Non	No		
CJ	Carlsbro mixer amplifier	No longer used	£20	Switches on – we don't have the cables to test further	Non	No		
CJ	ADB Bolero Lighting Desk	No longer used	£20	Switches on	Non	No		
CJ	Sony MD5-539 Minidisc player	Broken	N/A	Not working	Non	No		

NET EXPENDITURE 2017/18 (to 28th Feb)

	Budget	To Date	Known	Predicted	Predicted Total	Balance	Notes
Accommodation	£1,800	£1,393	£0	£330	£1,723	£77	
Advertising	£7,600	£7,734	£69	£0	£7,803	-£203	a
Tickets	£2,500	£2,359	£167	£0	£2,526	-£26	
Main Act Fee	£47,300	£33,441	£2,606	£6,563	£42,610	£4,690	b
Technical	£5,000	£3,945	£0	£800	£4,745	£255	
Web Costs	£700	£645	£48	£0	£693	£7	
Rider	£2,400	£1,575	£463	£200	£2,238	£162	
Workshops	£0	£0	£0	£0	£0	£0	
Performance Licenses	£2,000	£1,632	£0	£0	£1,632	£368	
Volunteers	£400	£153	£0	£150	£303	£97	
Conferences	£800	£759	£0	£0	£759	£41	
Bar	£5,700	£4,944	£575	£250	£5,769	-£69	
National Theatre Live	£2,800	£3,109	£0	£686	£3,795	-£995	c
		£61,689	to come:	£12,907	£74,596	£4,404	

Total Budgeted Expenditure

£79,000

Total Predicted Expenditure

£74,596

Balance

£4,404

NET INCOME 2017/18 (to 28th Feb)

	Budget	To Date	Known	Predicted	Total	Balance	Notes
Tickets	£45,000	£57,528	£914	£125	£58,567	£13,567	
Bar	£10,000	£7,741	£1,052	£308	£9,102	-£898	
Sponsors	£0	£1,700	£0	£0	£1,700	£1,700	
SVN	£0	£0	0	£0	£0	£0	
		£66,969			£69,369	£14,369	

Total Budgeted Income

£55,000

Total Predicted Income

£69,369

Balance

£14,369

Combined Balance Inc / Exp

£18,773

NOTES

- The spring brochure had an extra page in which increased print costs, while postage costs were reduced slightly by removing people who had not attended a show in the last three years from the mailing list.
- There have been fewer 'big ticket' acts this year - the kind of shows for which we pay £2,000 - £2,500. Also note that this prediction includes all shows taking place in 17/18. There will likely be some shows in early 18/19 with invoices dated in 17/18 which will increase this figure.
- There have simply been more National Theatre Live screenings than in previous years, while the budget for 17/18 had been also been adjusted downwards to be more in line with actual expenditure in the previous two years.

YOUNG BANDS PROJECT – INITIAL DRAFT PROPOSAL

Summary:

To provide a project for X number (maybe 5?) young ensembles where the majority of participants live or attend school/college within a 10 mile radius of Selby. The project's purpose is to encourage those who already make/perform music individually to find a new creative outlet and develop new skills through non-formal music making in autonomous groups, where the creative direction is driven by the members themselves.

The project will provide creative and logistical support/mentoring and access to rehearsal/recording facilities over a fixed period as well as a public performance through a revamped 'battle of the bands' competition.

Method:

Identifying existing young musicians aged 10 – 19 who may be interested in making 'popular music' in groups (primarily via schools / The Music Rooms).

Discovering what kind of music they would be interested in making.

Where required, operating a 'match making' service to pair/group together those young musicians who would benefit from working with each other but are unlikely to form their own ensembles 'organically'.

Providing rehearsal space (through The Music Rooms).

Providing relevant creative mentoring/tutoring/support, suitable for the style of music the groups wish to make, at regular intervals (weekly/fortnightly/monthly?) to guide rather than dictate the music making process for a period of 5/6 months(?)

The support could be for a limited number of sessions with extra unsupported rehearsal time granted beyond that once the group are capable of operating/organising on their own.

Offering guaranteed entry to a revamped Town Hall 'battle of the bands' competition (quite possibly called something other than 'battle of the bands').

Providing one day's studio recording per ensemble.

Providing access to expert advice from musicians/producers/promoters/radio (possibly Jericho Keys – Radio York, Joe Coates – Please Please You, Nathan Clark – Brudenell Social Club, MJ from Hookworms – producer, studio owner, front man of top 20 charting band) either in the form of a one off panel or more bespoke one on one sessions where the ensemble choose the person they would most like to speak to and skype/in person/e-mail conversation is initiated.

Likely costs (in kind or actual):

Mentors/tutors

Rehearsal space

Studio time

Time spent recruiting young people

Buying time of "experts"

Admin time

Battle of the Bands (tech, marketing, security, youth workers, prize)

Possibly professional evaluator