

# WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Thursday 30 September 2021 at 2:00pm** in the Normanby Room, Whitby Museum.

**Present** Whitby Town Council: Councillors R Dalrymple (Chair), Mrs H R Coughlan, G Goodberry, J Nock, Mrs L Wild, Mrs N Wilson;  
Whitby Literary & Philosophical Society: Ms S Booth, S Barnard, Mrs D Gildroy, Mrs A Roberts and Mrs H Wright.

**Also:** Michael King, Town Clerk, Helen Berry, PAG Curator.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

## **JM067/21 ELECTION OF CHAIR FOR THE YEAR 2020/21**

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that Councillor Dalrymple be elected Chair of the committee for the year 2021/22.

## **JM068/21 ELECTION OF VICE-CHAIR FOR THE YEAR 2020/21**

**MOVED** by Ms Booth, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that Councillor Nock be elected Vice-Chair of the committee for the year 2021/22.

## **JM069/21 APOLOGIES FOR ABSENCE**

Apologies were received from Mr C Pyrah, Mr D Rodwell and Councillor Mrs L Wild.

## **JM070/21 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION**

None.

### **STANDING ORDERS SUSPENDED**

## **JM071/21 PUBLIC PARTICIPATION SESSION**

No public participation.

### **STANDING ORDERS REINSTATED**

## **JM072/21 MINUTES**

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that the minutes of the Joint Management Committee held on 21 January 2021 having been circulated be taken as read and signed as a correct record subject to an amendment to record that approved accounts for PAG would be forwarded to the L&P.

**JM073/21 PROCEDURAL REVIEW**

- a) Terms of Reference of the Committee.**
- b) Delegation Arrangements to Employees**
- c) Adoption of Appropriate Standing Orders, Policies and Procedures Relating to the Functions of the Committee**

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Nock and unanimously that,

**RESOLVED** a) the Terms of Reference and Delegation Arrangements (as submitted) be approved and adopted; and  
b) the Standing Orders, Policies and Procedures approved and adopted by Whitby Town Council at its meeting 4 May 2021, be noted.

**JM074/21 ANTICIPATED COMMITTEE WORKLOAD FOR THE COMING YEAR**

Members considered the workload of the Committee under the following headings:

- Day-to-day Operational Improvements
- Potential for Investment and Development
- Repairs and Maintenance (see items 075-079, below).

It was noted that there was potentially much to do over the year and that additional meetings would be advantageous.

**MOVED** by Councillor Nock, seconded by Councillor Jackson and unanimously that,

**RESOLVED** a) The next meeting of the JMC should be in three months, with subsequent meeting at three-monthly intervals, subject to review; and  
b) The information be received.

**JM075/21 NEW WHITBY MUSEUM MAIN ENTRANCE PROPOSAL**

Submitted: concepts for the improvement of visitor access to the building. It was noted that agreement in principle was reserved to the Whitby Museum and Pannett Art Gallery Trust, as landlord, and subject to referral to Full Council meeting in that capacity. It was further noted that works affecting the wider curtilage of the building would be subject to referral to Full Council meeting in the capacity of the Pannett Park Trust.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Nock and

**RESOLVED** unanimously that the issue be referred to meetings of the respective trusts for consideration.

**JM076/21 INSTALLATION OF DIVIDER IN THE NORMANBY ROOM**

Submitted: proposals for installation of a folding room divider in the Normanby Room by the L&P. The committee raised the following points for clarification/resolution prior to implementation:

- To take professional advice on fire exit/fire safety approach,
- To clarify liability for maintenance, ensuring operation is by trained persons only, the extent of the landlord's liability at the end of any warranty period and whether a maintenance reserve would be established by the L&P,
- To clarify whether a floor channel was necessary and whether there would be any impact on underfloor heating.

**MOVED** by Councillor Nock, seconded by Councillor Jackson and

**RESOLVED** that approval be given, subject to clarification/resolution of the points raised. (One abstention)

**JM077/21 ALTERATIONS TO THE LOWER GROUND FLOOR**

Planning approval had been given to installation of external double doors into the café. A security shutter will be installed at the same time on the inside of the proposed doors. Work to re-position the air conditioning unit was imminent. Work would be required to link the door to the intruder alarm system.

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that progress be noted.

**JM078/21 LIFT MAINTENANCE**

Submitted: a summary of the operational issues affecting the passenger lift in the new wing and of quotations for works. (As circulated)

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that the quotations for an auto dialler, pit light, access ladder and absorbent granules to the lift shaft be accepted.

**JM079/21 REPORT ON PROPERTY MATTERS**

It was noted that following outline review of the electrical and heating systems and the inability of the appointed surveyor to carry out a survey in 2020, new quotations for a full structural and condition survey of the building were required.

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously three quotations be obtained for a full structural and condition survey of the museum and gallery building and its services.