

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor/Trustee,

11 March 2022

You are requested to attend a meeting of the **PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Thursday 17 March 2022 at 1:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Whitby Town Council: Councillors (9)
Whitby Literary & Philosophical Society (6)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person). Note: Questions regarding Whitby Museum & Literary & Philosophical Society are not permissible.
- 4. MINUTES** **page 3**
To approve as an accurate record the minutes of the committee meeting held on 30 September 2021.
- 5. NEW WHITBY MUSEUM MAIN ENTRANCE PROPOSAL** **page 7**
- 6. REPORT ON OTHER PROPERTY MATTERS** **page 9**

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.

**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 17 MARCH 2021**

MUSEUM ENTRANCE PROPOSAL

1. Introduction

- 1.1 This report summarises the response of the Pannett Art Gallery and Whitby Museum Trust and the Pannett Park Trust to the proposals referred from the meeting held on 30 September 2021.

2. Consideration of the Proposals

- 2.1 The proposed designs for a remodelled entrance to the museum based around the rear door from the carpark were presented to separate meetings of the trusts, held on 15 February 2022.

- 2.2 It was resolved by the Pannett Art Gallery and Whitby Museum Trust that the plans are rejected due to the impact on the flow of the building and both the Pannett Art Gallery and Whitby Museum should continue to work together to provide a unified offering.

- 2.3 It was resolved by the Pannett Park Trust that the plans are unacceptable and have a negative impact on the setting of Pannett Park.

3. Recommendation

- 3.1 It is recommended that the position is noted.

**Michael King
Town Clerk & RFO**

WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 17 MARCH 2021

REPORT ON PROPERTY MATTERS

1. Introduction

- 1.1 This report highlights issues relevant to the maintenance of the building.

2. Current Issues

- 2.1 Figures for Income and Expenditure on building maintenance are tabulated in Appendix A. These exclude the air conditioning system, which is directly apportioned to the two trusts. For information, total expenditure on the installation and maintenance of air conditioning in the year to date has been £660.62.
- 2.2 **Building survey, Heating, re-wiring and flooring** - The town council has received a grant of £130,000 to undertake design and business case development for outline project to extend the exhibition space in the Pannett Gallery, which achieve outline approval in the initial Towns Fund bid, but which was unfunded. An invitation to tender has been accepted by TetraTech under the YORHub framework agreement. This work would include a full structural, condition and M&E survey of the building. The work would be carried out immediately. The ITT was accepted on 11 February. To date no response has been submitted by TetraTech.
- 2.3 **Lift update** – recent work by Morris Vermaport (Scarborough Lifts) has added shaft lighting and an access ladder to the lift shaft. An auto dialler has been installed to connect to the phone system. The town council's phone supplier has been commissioned to connect an unused subscriber line to the auto dialler. Clarification is being sought on the announcement by BT/Openreach of plans to switch off their PSTN (Public Switched Telephone Network is simply or most commonly known as a 'telephone line') and ISDN (analogue) lines in 2025 and to stop installing new lines in 2023. This means any device that runs on the old infrastructure will be disconnected. It has been suggested that an alternative would be to install one that runs through a wireless carrier (GSM Unit) to ensure that we will not be affected by the analogue switch off by fitting a GSM Unit and Two Year Sim Card to the auto dialler.
- 2.4 **Fire drill and escape routes** – to be discussed.
- 2.5 **Outside decoration** - a quotation is being prepared for consideration by suitably capable decorators covering all external woodwork, painted

stonework and ironwork including rainwater goods. It is anticipated that this work would be carried out in late spring, during favourable weather.

2.6 **Signage on building** – to be discussed.

2.7 I will provide an update on works recently undertaken and on those still to be progressed at the meeting.

3. Recommendation

3.1 It is recommended that the position is noted.

Michael King
Town Clerk & RFO

Appendix A

Income & Expenditure on Building Maintenance (YTD 2021/22)

Date	Description	Net
5000/4/1	Gas	
07/04/21	ENGIE Gas Limited - Gas - April	894.03
07/05/21	ENGIE Gas Limited - Gas - May	758.34
07/06/21	ENGIE Gas Limited - Gas - June	608.22
07/07/21	ENGIE Gas Limited - Gas - July	308.11
09/08/21	ENGIE Gas Limited - Gas - August	285.46
09/09/21	ENGIE Gas Limited - Gas - September	295.95
11/10/21	ENGIE Gas Limited - Gas - October	326.42
16/11/21	ENGIE Gas Limited - Gas - November	384.84
08/12/21	ENGIE Gas Limited - Gas - December	787.73
10/01/22	ENGIE Gas Limited - Gas - January	980.99
04/02/22	ENGIE Gas Limited - Gas - February	959.74
	Sub Total	6,589.83
5000/4/2	Electricity	
06/04/21	TotalEnergies Gas & Power - Electricity - March	390.01
07/05/21	TotalEnergies Gas & Power - Electricity - April	495.25
05/06/21	TotalEnergies Gas & Power - Electricity - May	673.92
07/07/21	TotalEnergies Gas & Power - Electricity - June	790.61
05/08/21	TotalEnergies Gas & Power - Electricity - July	896.84
05/09/21	TotalEnergies Gas & Power - Electricity - August	1,000.84
07/10/21	TotalEnergies Gas & Power - Electricity - September	993.66
07/11/21	TotalEnergies Gas & Power - Electricity - October	982.74
06/12/21	TotalEnergies Gas & Power - Electricity - November	910.07
06/01/22	TotalEnergies Gas & Power - Electricity - December	616.84
07/01/22	TotalEnergies Gas & Power - Electricity - January	661.64
	Sub Total	8,412.42
5000/4/3	Water Rates	

Date	Description	Net
01/04/21	Business Stream - Water Charges - Pannett Gallery & Museum	123.99
24/06/21	Business Stream - Water Charges - Pannett Gallery & Museum	179.75
13/10/21	Business Stream - Water Charges - Pannett Gallery & Museum	648.06
24/12/21	Business Stream - Water Charges - Pannett Gallery & Museum	303.91
	Sub Total	1,255.71
5000/4/4	Refuse Collections	
28/04/21	Scarborough Borough Council - Commercial waste 2021-22	414.07
	Sub Total	414.07
5000/4/6	Hygiene Contracts	
27/04/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
01/04/21	Rentokil Initial UK Ltd - April Invoice	39.86
07/04/21	Rentokil Initial UK Ltd - May Invoice	39.86
11/05/21	Rentokil Initial UK Ltd - Hygiene Contract June 2021	39.86
15/04/21	PHS Group - Hygiene Services	98.97
07/05/21	PHS Group - Hygiene Services	50.58
08/05/21	PHS Group - Hygiene Services	34.20
27/05/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
29/06/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
09/06/21	Rentokil Initial UK Ltd - Hygiene Contract July 2021	39.86
27/07/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
27/08/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
07/07/21	Rentokil Initial UK Ltd - Hygiene Contract August 2021	39.86
10/08/21	Rentokil Initial UK Ltd - Hygiene Contract September 2021	39.86
27/09/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
27/10/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
08/09/21	Rentokil Initial UK Ltd - Hygiene Contract October 2021	39.86
06/10/21	Rentokil Initial UK Ltd - Hygiene Contract November 2021	39.86
29/11/21	Cathedral Hygiene - Supply of Hygiene Services	19.50
05/11/21	Rentokil Initial UK Ltd - Hygiene Contract December 2021	39.86
29/12/21	Cathedral Hygiene - Supply of Hygiene Services	19.50

Date	Description	Net
05/12/21	Rentokil Initial UK Ltd - Hygiene Contract January 2022	39.86
11/01/22	Rentokil Initial UK Ltd - Hygiene Contract February 2022	39.86
07/02/22	Cathedral Hygiene - Supply of Hygiene Services	19.50
	Sub Total	817.21
5000/4/9	ADT Contract	
06/05/21	ADT Fire & Security PLC - Alterations to CCTV System	164.00
11/05/21	ADT Fire & Security PLC - Repairs to Fire System Fault	206.00
01/05/21	ADT Fire & Security PLC - Annual Maintenance CCTV	3,578.32
01/05/21	ADT Fire & Security PLC - Annual Maintenance Intruder Alarm	1,660.61
01/05/21	ADT Fire & Security PLC - Annual Maintenance emergency Lighting	450.18
01/05/21	ADT Fire & Security PLC - Annual Maintenance Fire Alarm	691.42
10/09/21	ADT Fire & Security PLC - Additional Work on the Fire Alarm system	1,253.41
01/11/21	ADT Fire & Security PLC - Annual Maintenance Access Control System	245.32
17/11/21	ADT Fire & Security PLC - Repairs to emergency Lighting	1,436.57
26/02/22	ADT Fire & Security PLC - Additional Work on the Intruder Alarm system	1,596.03
	Sub Total	11,281.86
5000/4/10	Repairs and Maintenance	
14/07/21	Green End Electrical - Thermostat (like for like replacement) Domestic Hot Water	95.85
12/07/21	Align Property Partners Ltd - PV2111 Pannett Park, Whitby - Building Survey	650.00
12/08/21	Scarborough Lifts - Supplied and fitted replacement ropes	4,895.00
29/07/21	UK Safety Management -	200.00
10/09/21	Drain Devil - Hydro Scrubbed & unblocked foul drain at front of Gallery	118.00
05/11/21	Lawsons Builders and High Access Ltd - Clearing of all gutters, hoppers & down pipes	280.00
16/12/21	Scarborough Lifts -	260.00
31/01/22	Green End Electrical - LED Batten Light & Drivers	155.00
28/02/22	Scarborough Lifts - Supplied and fitted replacement items	3,268.00
	Sub Total	9,921.85
5000/4/11	Cleaning/Hygiene Supplies	
04/05/21	Aqua Air Ltd - 5L Multi-Surface Sanitiser	27.29
30/04/21	Normans Business Solutions - Carefree Mop and Shine Floor Polish	154.68

Date	Description	Net
10/05/21	Brian Oakley - Windows May	180.00
16/06/21	Barclaycard - Cleaning Products (Amazon)	11.18
18/06/21	PHS Group - Hygiene Supplies	316.04
16/07/21	Barclaycard - Hygiene Products - Internet	21.08
09/08/21	Brian Oakley - Windows August	180.00
28/07/21	PHS Group - Hygiene Supplies	1,016.97
19/08/21	PHS Group - Hygiene Supplies	296.62
30/09/21	Normans Business Solutions - Vinyl Gloves	31.96
30/09/21	PHS Group - Hygiene Supplies MD ANTIBAC CFEED BLUE 2X700SH	35.98
05/11/21	Brian Oakley - Windows October	180.00
19/10/21	Boyes of Whitby - Mould & Mildew Remover (Reimbursement with receipt)	1.66
04/11/21	PHS Group - Hygiene Supplies	200.00
02/02/22	Brian Oakley - Windows February	180.00
26/01/22	PHS Group - Hygiene Supplies	142.66
05/02/22	PHS Group - Hygiene Supplies	120.00
	Sub Total	3,096.12
5000/4/12	Fixtures and Fittings	
19/05/21	Safetyshop - Bin (via Barclaycard)	20.89
26/07/21	Amazon Services Europe S.A.R.L - 2 Drado Meter Box Key Metal Triangular Keys with Keyring	9.48
30/06/21	Wilf Noble Construction & Plant Hire Ltd - Cast Cabin Hook (Gallery)	2.76
06/08/21	AGI DIY Wearhouse Ltd - Keys cut	5.83
18/11/21	City Electrical Factors (Darlington) - 10x 2' Fluorescent Tubes	24.00
	Sub Total	62.96
5000/4/16	Heating System	
01/04/21	European Water Technology - Certification RPZ Assembly (01/21)	230.00
27/10/21	Vaillant Group UK Limited - Annual Service 2x ecoTEC boilers	416.67
28/01/22	European Water Technology - RPZ test and certification	230.00
17/04/21	H Pickup M & E Services Ltd - Servicing and Repair of Boiler Fault	288.49
16/11/21	H Pickup M & E Services Ltd - Servicing and Repair of Boiler	3,871.50
	Sub Total	5,036.66

Date	Description	Net
Total		<u>46,888.69</u>
Building Management Lit & Phil Income April 2021-February 2022		
01/06/21	Literary & Philosophical Society - 60% Admission May 2021	1,430.70
06/07/21	Literary & Philosophical Society - 60% Admission June 2021	4,364.40
06/08/21	Literary & Philosophical Society - 60% Admission July 2021	5,733.60
07/09/21	Literary & Philosophical Society - 60% Admission August 2021	8,734.20
21/09/21	Literary & Philosophical Society - 50% of ADT Fire, Emergency Lighting and Intruder	1,401.40
21/09/21	Literary & Philosophical Society - 50% of ADT CCTV	1,789.16
05/10/21	Literary & Philosophical Society - 60% Admission September 2021	7,836.60
03/11/21	Literary & Philosophical Society - 60% Admission October 2021	8,145.60
03/12/21	Literary & Philosophical Society - 60% Admission November 2021	3,607.20
25/01/22	Literary & Philosophical Society - 60% Admission December 2021	492.00
24/02/22	Literary & Philosophical Society - 60% Admission January 2022	-
Total		<u>43,534.86</u>