



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

19 October 2023

You are summoned 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 **Tuesday 24 October 2023 at 2:00pm**, the agenda for which is set out below.

Michael King
Town Clerk

To: Whitby Town Council: Councillors:
Mrs A Brown, Mrs H Coughlan, R Dalrymple, A Jones,
J Nock, C Riddolls, S Smith, Mrs L Wild and Mrs N L Wilson;
Whitby Literary & Philosophical Society: Ms A Roberts,
Ms S Booth, D Rodwell-Cox, Ms D Gildroy, C Pyrah and
G Pipe

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 27 June 2023.
- 5. BUILDING MAINTENANCE EXPENDITURE 2020/23** **page 7**
- 6. BUILDING MAINTENANCE EXPENDITURE 2023/24**
To follow.

7. REPORT ON PROPERTY MATTERS

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8. AGREED ACTION POINTS

To record actions and timescales resolved (a) above and (b) in response to Item 10, below.

9. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 10, BELOW)

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 10 below, due to the confidential nature of the business to be transacted.

10. QUOTATION FOR ELECTRICAL WORKS

To confirm the process for appointment of a contractor to undertake the electrical maintenance tasks identified and to advocate the funding methodology for the approval of Full Council.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Tuesday 27 June 2023 at 2:00pm** in the Normanby Room, Whitby Museum.

Present Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, R Dalrymple, J Nock (Chair), S Smith, Mrs L Wild (until 078/23). and Cllr C Riddolls (from 077/23);
Whitby Literary & Philosophical Society Mrs S Booth, Mrs D Gilroy, G Pipe, P Richards (Sub), Mrs A Roberts, Mrs H Wright (sub).

Also: Town Clerk, Deputy Clerk & Civic Officer, PAG Curator and one member of the public (Cllr Mrs Turner)

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

070/23 **ELECTION OF CHAIR FOR YEAR 2023-2024**

Nominations were sought for a Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor S Smith

RESOLVED that Councillor J Nock is elected as Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the year.

071/23 **APOLOGIES**

Apologies for inability to attend were received from Councillors A Jones, and Mrs N L Wilson (Whitby Town Council), Mr C Pyrah and D Rodwell-Cox Whitby Literary & Philosophical Society.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor Mrs Wild

RESOLVED that the apologies of Councillors A Jones, and Mrs N L Wilson, Mr C Pyrah and D Rodwell-Cox, be accepted.

072/23 **ELECTION OF VICE-CHAIR FOR YEAR 2022-2023**

Nominations were sought for Vice-Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year.

MOVED by Councillor J Nock, seconded by Councillor Mrs A Brown

RESOLVED that Councillor Mrs H Coughlan is elected Vice-Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year.

073/23 **DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION**

None.

STANDING ORDERS SUSPENDED

074/23 PUBLIC PARTICIPATION SESSION

No public participation.

STANDING ORDERS REINSTATED

075/23 ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR

a) MINUTES

MOVED by Councillor Mrs A Brown, seconded by Councillor S Smith

RESOLVED that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 14 March 2023 having been circulated be taken as read and signed by the Chairman as true record. 1 Abstention

b) Confirmation of the following adopted at Full Council on 2 May 2023

- i Terms of reference of the committee
- ii Delegation arrangements to staff
- iii Standing orders, financial regulations, policies and procedures relating to the functions of the committee and its sub-committees.

MOVED by Councillor S Smith, seconded by Councillor Mrs A Brown

RESOLVED that the above Terms of Reference of the Committee, Delegation arrangements to staff and Standing Orders, financial regulations, policies and procedures relating to the function of the committee and its sub-committee are taken on block and received. 1 Abstention

c) Review of the anticipated committee workload for the coming year.

MOVED by Councillor S Smith, seconded by Mrs L Wild

RESOLVED unanimously that the anticipated committee workload for the coming year including the scheduled dates for JMC Meetings on 24 October 2023 and 27 February 2024 are received.

076/23 DRAFT OPERATING PROCEDURES

The Joint Management Committee went through the draft operating procedures. Concerns were raised regarding the cleaning of the building and its cleanliness.

An amendment to the procedures was

MOVED by Ms S Booth, seconded by Mrs A Roberts and

RESOLVED unanimously that 1b be inserted into the Procedures reading: 'In the event of issues arising with the building, members of the JMC shall,

from time to time, survey the building on a regular basis to identify items which they consider require repair or maintenance and shall report the same to JMC.

MOVED by Councillor Mrs L Wild, seconded by Councillor Mrs H Coughlan

RESOLVED unanimously that the draft operating procedures including the insertion of 1b proposed in the amendment is adopted.

077/23 BUILDING MAINTENANCE EXPENDITURE 2022/23 OUT TURN 2023/24 TO DATE

The Joint Management Committee went through the figure circulated prior to the meeting. Questions were asked regarding the Security patrols and the locking of the park gates, plus the overall footprint of the museum and art gallery.

MOVED by Ms S Booth, seconded by Mr G Pipe

RESOLVED unanimously that the information queried be obtained for the next meeting of the Joint Management Committee.

MOVED by Cllr R Dalrymple, seconded by Councillor Mrs L Wild

RESOLVED that the information circulated to members is received. 2 Abstentions

Councillor Riddolls joined the meeting during the above agenda item (2:30pm)

078/23 REPORT ON PROPERTY MATTERS

Members discussed in full the report on property matters which included the Electrical Survey, External Drainage Survey, Heating System, Fire & Intruder Alarm Systems, Flooring, Legionella testing and emergency telephone in the lift. It was reported that applications for funding grants have been submitted to the Shared Prosperity Fund, Arts Fund and other sources.

The Lit and Phil were asked if they would consider loaning money to WTC to fund some of the works if there is a shortfall in funds, with WTC repaying the loan over 4 or 5 years.

It was agreed that clause No. 2 on the Operating Procedure be used to determine the works considered to be a priority, how and when the works to be undertaken.

MOVED by Councillor R Dalrymple, seconded by Councillor Mrs Roberts and

RESOLVED that in line with the procedures it is agreed that the Electrics, front section of the displaced soil pipe to the front of the building, the heating system, flooring and the legionella testing are classed as critical, and a time scale is looked at to carry out the work subject to funding. 1 Abstention

MOVED by Councillor R Dalrymple, seconded by Councillor S Smith and

RESOLVED unanimously that the remainder of the drains and the fire and intruder alarm are classed as current.

MOVED by Mr G Pipe, seconded by Ms S Booth and

RESOLVED unanimously that a list identifying what is critical and current, Planned and preventative is submitted to the next meeting of the JMC

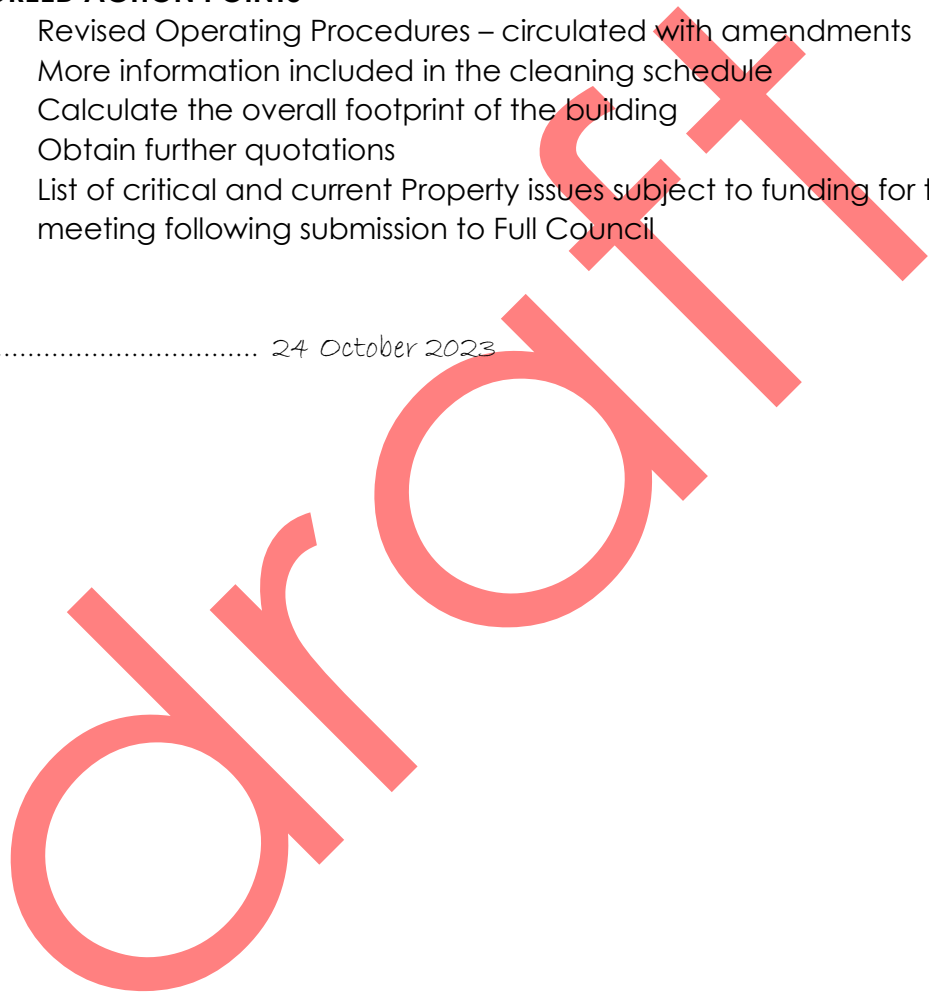
Councillor Mrs Wild left the meeting during the above item 2:45pm

079/23

AGREED ACTION POINTS

- Revised Operating Procedures – circulated with amendments
- More information included in the cleaning schedule
- Calculate the overall footprint of the building
- Obtain further quotations
- List of critical and current Property issues subject to funding for the next meeting following submission to Full Council

Signature 24 October 2023



**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 24 OCTOBER 2023**

BUILDING MAINTENANCE EXPENDITURE 2020-2023

1. Introduction

1.1 The table below shows building maintenance income and expenditure in the past three financial years.

	2022-23	2021-22	2020-21
Income	(£)	(£)	(£)
4000/6 Recharges (Lit & Phil)	4,191	3,528	4,076
4000/7 60% Admission (Lit & Phil)	62,146	45,065	8,389
Lit & Phil Derived Income	66,337	48,592	12,466
Expenditure			
5001/1 Gas	7,307	7,396	7,302
5001/2 Electricity	12,445	9,366	4,897
5001/3 Water Charges	3,652	1,256	736
5001/4 Trade Waste	595	414	419
5001/5 Business Rates	240	-	-
5001/6 Hygiene Contracts	2,213	896	1,749
5001/7 Security Patrols	6,324	4,815	5,216
5001/8 Alarm Call Outs	0	-	-
5001/9 ADT Contract	6,929	11,282	6,466
5001/10 ADT Repairs and Maintenance	1,453	19,353	6,466
5001/11 Cleaning/Hygiene Supplies	1,881	3,400	1,207
5001/12 Fixtures and Fittings (R&M)	1,845	8,646	3,718
5001/13 Lift Maintenance	1,084		
5001/14 Operational Equipment (New)	0	-	-
5001/15 Air Conditioning	799	661	
5001/16 Heating System	2,885	877	
5001/17 Repairs & Maintenance (General)	5,684		
5001/99 Maintenance Reserve	0		
5000/4/20 Overhead Recharge (Staffing & Insurance)	42,137	40,441	£41,934
Total Building Management	97,473	108,803	80,110
Expenditure Allocated to Museum (78% floorspace)	76,029	84,866	62,486
Less Income Received	-66,337	-48,592	-12,466
Net Income (-)/Subsidy (+)	9,692	36,274	50,020

1.2 It is **recommended** that the contribution to be made by the Whitby Literary and Philosophical Society be (again) capped at £85,000 for 2024/25, provided that the Society shall not be required to contribute in excess of 60% of its total receipts.

**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 23 OCTOBER 2023**

REPORT ON PROPERTY MATTERS

1. Introduction

1.1 This report outlines prioritised work for the committee to monitor.

2. Critical Issues

2.1 Those items previously considered which have been identified as critical are:

a. ***Electrical Work Identified from the Survey***

The electrical survey work was completed in April. A detailed quotation for the work necessary to achieve compliance has been provided and circulated separately to members of the JMC. The work is scheduled to progress during the period of planned closure in December and will be considered separately on the agenda.

b. ***Flooring***

Full replacement of the floor is currently unfunded.

2. Current Issues

a. ***External Drainage Survey***

The displaced soil pipe to the front of the building should be addressed first, but is not in the current year's programme and that other works, which are more minor, should continue to be monitored and advanced as appropriate.

b. ***Heating System***

Work will be carried out to scope the replacement of thermostats and solenoid controllers in the 'new' wing, this Autumn once the system is hot, but before ambient temperatures are too cold.

A replacement boiler for the (twin) Ideal boilers which heat the 'new' wing is likely to be ~£5k, but additional costs will flow from reconfiguring the boiler room to position the new boiler(s) on an external wall, redirecting pipework and replacing flues. This work is currently unfunded.

c. ***CCTV, Fire & Intruder Alarm Systems***

The scope of work to maintain the existing contracts held by ADT is significant. It is considered appropriate to seek alternative quotes for the updating and maintenance of the intruder, fire and CCTV systems. This work is currently unfunded.

3. Completed Work

3.1 Exterior decorating work has been completed over the Summer at a cost of £20,000.

- 3.2 Remedial works to pipes and joints in the boiler room linked to the heating of the main building and the (twin) Vaillant boilers, has been carried out over the summer. Separately to this, the Lit & Phil has upgraded the heating in the library archive room.

4. Conclusion

- 4.1 The JMC needs to continue to monitor these areas and any other aspects of repair and maintenance that emerge.

Recommendation – That the known works and any emerging issues are monitored by this committee.

Michael King
Town Clerk & RFO