

Minutes of the Leisure and Amenities Committee  
held remotely on Monday 17<sup>th</sup> August 2020 at 7.00 p.m.

**Present: The Town Mayor Cllr Webber, Cllr Cutts in the Chair, and Councillors G. Millner, Unsworth, A. Millner, Perkins, Rusby and Barraclough.**

Also present:

T. Ball – Town Clerk  
A. Hart – Finance Officer  
B. Barnsley – Manager of the Paramount Cinema  
E. A. Wright – taking the Minutes

**2020/6 Apologies for absence**

It was **NOTED** and **RECORDED** by the meeting that apologies for absence had been received from Councillors Kimberley, Hinchliff, Bradbury and Trotman.

**2020/7 Declarations of Personal or Prejudicial Interest from Councillors**

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

It was **NOTED** and **RECORDED** by the meeting that no declarations of interest were received.

**2020/8 Budget Report for the Paramount**

The Finance Officer commented on the updated budget report, a copy of which having been previously circulated, the Town Council general account was still subsidising the cinema account however much of the expenditure had been from earmarked reserves. The figure under sundry sales was from the sale of the old cinema seats which had proved very successful. This had been used as the deposit for the new cinema seats. Staff costs were down and reflected most of the staff being on furlough.

It was agreed the report be **NOTED**.

**2020/9 Report on the Planned Improvements during Closure**

The Cinema Manager reported that the new seats would now be installed on 31<sup>st</sup> August so the date for the reopening of the cinema had been pushed back to 11<sup>th</sup> September 2020. The stone for the repairing the front steps has proved difficult to obtain but it hopefully would be delivered on 31<sup>st</sup> August. The flooring had had its first coat of varnish and a further coat was to be applied. The carpet would be laid upstairs on 29<sup>th</sup> August and downstairs when the new seats were installed.

Signed by .....Town Mayor 24<sup>th</sup> August 2020

Some levelling had been required when the old carpet had been removed. When the carpet was removed in the dressing rooms it uncovered some tiles, which it was suspected contained asbestos, and they had been removed and disposed of properly. As a result the organ room was to be checked for any old tiles.

The redecoration had been completed and the replacement border curtain would be fitted soon.

The cost of removing the dumb waiter from the bar are very high so it was agreed to defer this until the improvements to the bar area were considered at a later date.

The new shutters had been installed.

Planning for the reopening was taking place with a fire risk assessment being undertaken and the Cinema Manager waiting for the report. The staff manuals were being updated and a new seating plan had been drawn up which would take into account social distancing and it was being tested.

The Cinema Manager reported that the Cinema Organ Trust licence was due for renewal and asked that in the light of the current situation this cost be deferred this year.

This was agreed by the meeting.

Moved by Cllr G. Millner, Seconded by Cllr Cutts and  
**RESOLVED** Cinema Manager's report be received and noted.

## **2020/ Proposed Staffing Arrangements**

The Cinema Manager reported on the proposed new staffing arrangements, a copy of which having been previously circulated. In the past during the showing of films there had been 3, sometimes 4 attendants and a cashier, who led the team, on duty. It was proposed that there would be 3 attendants and a duty manager on each shift. The attendants would have an interchangeable role and would cover all areas such as the box office and sales. The attendants would work with the duty manager to ensure that health and safety including ensuring Covid safety is maintained on each shift.

It was proposed that two additional duty managers were required and this role would replace the role of cashier. It was proposed that at least one of the positions could be filled internally.

New job descriptions were in the process of being drawn up and would be circulated. The additional costs of the proposals would hopefully be recouped from sales and the VAT reduction which was in place until January 2021. The Cinema Manager proposed applying for a government grant that was available to support independent cinemas.

Signed by.....Town Mayor 24<sup>th</sup> August 2020

Cllr A. Millner asked about the sponsorship scheme with respect to the new seats. The Cinema Manager replied that he had been looking at other examples and he hoped to launch the scheme at the reopening.

The Mayor as if any members of staff would be affected detrimentally by the proposed changes. The Cinema Manager reported that there could be one but he was working to resolve this.

The Mayor reported he had attended the staff meeting when the proposals had been discussed and the staff were very receptive. The staff acknowledged and appreciated the Council looking after them during the pandemic. The Mayor thanked the Cinema Manager for his work.

Moved by Cllr G. Millner, Seconded by Cllr Unsworth and  
**RESOLVED** the Committee unanimously recommends the new staff arrangements be approved.

**2020/5 Date and time of the next meeting**

This is to be arranged.

Signed .....Town Mayor 24<sup>th</sup> August 2020