

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

## Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Monday 11<sup>th</sup> February 2019 at 8pm in the Town Hall

**Present:**

**Councillors:** Terry Jackson

**Non- Councillors** Tim Horton, Alison Morgans

**Secretary:** Rachel Gill

01/19 Apologies  
Tony Williamson

02/19 Chairmans Remarks  
TH proposed that TJ chair the meeting. Seconded by AM.

03/19 Declarations of interest  
There were none notified.

04/19 Minutes of 4<sup>th</sup> October 2018 to be signed as a correct record of this meeting  
**Resolved:** That these minutes are a correct record of this meeting and that they be signed by the Chairman.

05/19 Matters Arising  
There were none other than agenda items.

06/19 Publicity and Promotion of Town Hall  
RG checked that the paperwork had been signed for the SO Lottery.  
RG to chase this up.  
RG reported that the new Parish Council website was up and running.  
TH suggested putting a document with Hire Arrangements/email/website/photos on the Noticeboard at the Town Hall. He added that the noticeboard at the Car Park was out of date.  
TH also suggested having a Full Council meeting at the Town Hall. RG to ask KT about this.  
**Resolved : AM to draft a page of A4 for the noticeboard. RG/KT to send AM suitable photos.**

07/19 Town Hall Works. Stairlift, Noticeboard and Belfry  
See below.

08/19 Damp to inner walls/internal works and stair lift  
RG gave an update on applications for items 07 and 08. The applications were submitted in January and several emails were received on the 4<sup>th</sup> February asking for further information and documentation.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

---

Specifically :

- All applications needed different maps – maps from a previous application were used but SODC rejected them as the license number used did not belong to WPC.
- All applications need a heritage statement
- The application for electrical works needs some extra photographs

TH was very displeased with the length of time it has taken for RG to complete these applications as they were handed over in the middle of November.

The maps have been completed and TH is working on the Heritage statement, this should enable the plastering applications to go ahead.

## 09/19 General Issues

1. **Town Hall Premises License** – RG gave an update on this. The licence has been granted with the 2 changes requested – addition of alcohol licence and change to organizational licence. **This news to be used for promotional purposes TJ to write and article for the Watlington Times with Licensing details supplied by RG.**
2. **Explanation of Maps** –Janet Vaughan has this.
3. **New Boiler for Town Hall** – It was agreed to at the last meeting to pursue the electric boiler option. We will need 3 quotes.
4. **Registration of Town Hall with Land Registry** –Ongoing
5. **Monthly Entertainment Evenings.** TH felt a monthly event was too ambitious but had some ideas for events. Firstly a lecture on the maps in the Town Hall and secondly a Watlington Twinning Group 'French Evening' with a Jazz singer. TJ had contacted some musicians and felt some live music events would work well. There was some discussion on other ideas such as a children's magic show or Sunday afternoon teas.  
**Resolved : TJ to liaise with TH on dates.**

## 10/19 Financial Issues

1. **Audited Accounts for 2017/18** – this has been sent by email and put on the Charity Commission website.
2. **Budget Update 2018-19**– An update to end of Dec was provided. TJ asked for a breakdown of misc income. TH asked for confirmation of 2019-2020 budget. **Resolved: RG to email details**
3. **Insurance- Revaluations** – completed – remove from agenda

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

---

## 11/19 Jobs and Responsibilities for Town Hall

1. **Cleaning and Caretaking** – An advert went out but none of applicants is now available or replying. KT has posted another advert. The requirement is 2 hrs per fortnight cleaning. **TH** raised the letter from Jenny Wilkinson on the cleanliness of the toilets.  
**RG to write and thank Jenny for her letter.**
2. **Kitchen Issues-** No issues raised that needed discussion.

## 12/19 Correspondence

1. Late Correspondence from Jenny Wilkinson dealt with above.

## 13/19 Any Other Business

None

## 14/19 Next Meeting Date RG to email with dates early April

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM**