

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

## **There will be a Meeting of the Town Hall Charity Trustee Body Held on Thursday 25<sup>th</sup> February 2021 at 7pm via Zoom.**

### **Present:**

**WPC Trustees:** Tim Horton (TH)  
Matt Reid (MR)  
Ian Hill (IH)  
Terry Jackson (TJ)

**Co-opted:** Mike Young (MY), Alison Morgans (AM)

**Advisor:** Bob West (BW)

**Secretary** Kristina Tynan (KT)

### 01/21 Apologies

There were none.

### 02/21 Chairman's Remarks

TH welcomed everyone to the meeting and said that he hopes that the Town Hall will be able to be opened back up sometime this year. He also reported that the new stair rail made by Bruce Garside has been installed and looks very good. This will be welcomed for WI members and other users of the Town Hall.

### 03/21 Declarations of interest

There were none notified.

### 04/21 Minutes of 3<sup>rd</sup> December 2020 to be signed as a correct record of this meeting

**Resolved:** That these minutes were a correct record of this meeting and that they be signed by the Chairman.

### 05/21 Matters Arising

**Map Explanation** (Minute 41/20 refers)- TH reported that these have now been printed. He also thanked Ross Spiers hugely for doing the design without charge.

**Plasterwork** - He also reported that during the bad weather a piece of plasterwork (about 6" square) has fallen down by the chimney in the roofing area and that he had some concerns about the flashings TH will send photos to Bob West to look at in the first instance and he will have a look and report back. It was noted that it is not possible to see the flashings and scaffolding would be needed if investigation needs to take place. MY to ask John who is a licensed drone operator if he could take a video of the roof and flashings of the Town Hall.

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## TH/BW/MY

### 06/21 Town Hall Works

1. **Stairlift and Disabled Access and Toilet application** – TH reported that a detailed plan of electrical structures needs to be sent to SODC for them to progress this application. TH said that an electrical engineer is coming next week to look at re-drawing the circuit diagram. Most of the cabling will be covered with plastic. I
2. **Brickwork Issues** – TH stated that there has not been much progress on this. We have one local quote but need to obtain some more. BW will give some contact details to TH.

### 07/21 General Issues

1. **Monthly Entertainment Evenings** – Ideas given include music and dance evenings, TJ said that Massimo (Sing to be Happy) would be willing to help and has good contacts.
2. **New Activities** – MR said that having Café Scientifique may be a good idea and he will contact the one in Henley to get their views.
3. **Town Hall Storage** -clearing space for new staging. It was noted that there are a lot of the Watlington Players Costumes in this area and TH will speak with Denise. MY stated that he did not think we should allow the attic space to be used for users storage.
4. **Risk Assessment** – IH will review this for the next meeting.
5. **Back Wall Painting Options** – KT to find this information for the next meeting.
6. **New Lighting** – Not discussed
7. **Glass to Town Hall** – A group needs to be set up to investigate this. It was agreed that TH, MY and TJ be members of this group. TH will arrange a meeting in due course.
8. **Market Stalls** – TH said he had discussions with a market trader who sells plants and flowers but unfortunately the days he could do are already being used by the Undercroft Fruit and Veg. There was discussion about closing a stretch of the High Street one day a week for a small market but it was noted this would be an issue for the Operations Committee and they have already looked at the implications of doing this and it would be unacceptable at the present time. TH said that when the Edge Road is in place this should be further discussed.

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9. **Discussion on creation of a Bar area** – There was much discussion and it was agreed that members look for possible option for a bar. It was agreed that a mobile one would be best.
10. **Rental Agreement update** – TH to report on this and a new clause re town hall being plastic free. He will send to TJ for her comments.
11. **Energy saving ideas for Town Hall** – TH said that there has been a lot of exchange on WIFI especially for setting the timer on the boiler. TH stated that we need this before the next heating season. The Town Hall should get connected for free when Airband comes to Watlington. It was also agreed to ask Kate Brown to do a thermal imaging report for the Town Hall as we now there is a heat loss due to the age of the building, however there may be some small things we could do.
12. **Opening the Hall possibly in July 2021** – The Office will provide a risk assessment prior to it being opened taking the Government guidelines which are in place at that time. There will be a re-launch at the appropriate time using social media and the Watlington Times. It was agreed to contact our regular users as regards then using the Town Hall. The idea of giving a one-off meeting was also raised and this will be further discussed at the next meeting.

08/21

## Financial Issues

1. **Budget Update 2020/21** – The budget update was accepted and is shown at the end of these minutes.

It was noted that the Town Hall has had no other income due to Covid 19 so there has been a loss in income this year. TH said there had been a grant from WPC of £8200 which is an increase of £200 from last year.

2. **Undercroft Fruit and Veg** – Discussion of session costs from 1<sup>st</sup> April 2021

It was agreed that a session be increased from £40 to £45 from 1<sup>st</sup> April and an annual adjustment will be looked at when charges are reviewed annually. It was noted that any change in circumstances will also be considered in the review.

09/21

## Correspondence

There was no correspondence for discussion.

10/21

Next Meeting Date: Thursday 1<sup>st</sup> April

11/21

## Any Other Business

**Kitchen Area**- MY said that this area could do with a complete change. TH said we could revive this issue and it will be an agenda item for the next meeting. BW

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suggested that everyone go and physically look at this area and come back with ideas. TH said a fridge would be very useful.

	Budget 20/21	Actual to 29/01/21	Variance	Variance %
<b>Expenditure</b>				
Caretaker services	£ 4,330.00	£ 3,608.33	-£ 721.67	-17%
Town Hall Open/Close	£ 849.00	£ 707.50	-£ 141.50	-17%
Water Supply	£ 240.00	£ 172.50	-£ 67.50	-28%
Electricity	£ 150.00	£ 304.75	£ 154.75	
Gas + Boiler Service	£ 1,700.00	£ 387.77	-£ 1,312.23	-77%
Running Costs	£ 600.00	£ -	-£ 600.00	-100%
Maintenance of Town Hall	£ 2,000.00	£ 1,342.00	-£ 658.00	-33%
Planned maintenance sink fund	£ 2,000.00		-£ 2,000.00	-100%
Insurance	£ 2,025.00	£ 2,487.92	£ 462.92	23%
Legal Fees & Land Registry	£ 200.00		-£ 200.00	-100%
Planning Application Fees	£ 190.00		-£ 190.00	-100%
Website	£ 100.00		-£ 100.00	-100%
Audit	£ 60.00		-£ 60.00	-100%
Misc	£ 146.38	£ 349.17	£ 202.79	139%
<b>TOTAL EXPENDITURE</b>	<b>£ 14,590.38</b>	<b>£ 9,359.94</b>	<b>-£ 5,230.44</b>	
<b>Income</b>				
Rental for Town Hall	£ 6,822.00	£ 4,742.00	-£ 2,080.00	-30%
Misc income	£ 229.00	£ 252.44	£ 23.44	10%
WPC Grant	£ 8,000.00	£ 2,740.00	-£ 5,260.00	-66%
Sinking Fund Income	£ -	£ -	£ -	
<b>TOTAL INCOME</b>	<b>£ 15,051.00</b>	<b>£ 7,734.44</b>	<b>-£ 7,316.56</b>	<b>-49%</b>
	£ -			
<b>INCOME MINUS EXP</b>	<b>£ 460.62</b>	<b>-£ 1,625.50</b>	<b>-£ 2,086.12</b>	
<b>Total Bank Balance 29/1/21</b>				
<b>Accounted by :</b>				
General Reserves	£15,881.42			
Sinking Fund	£15,800.00			
<b>Total</b>	<b>£31,681.42</b>			