

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 Wednesday 28th February 2018 at 8pm in the Town Hall

Present:

Councillors:

Tony Williamson (Chair)
Bob West
Terry Jackson

Non- Councillors

Tim Horton, Alison Morgans

Secretary:

Kristina Tynan, Rachel Gill

1/18 Apologies

Roger Beattie

2/18 Chairman's Remarks

The Chairman commented that a report needed to be prepared for the Annual Parish Meeting in May and that this should be written in the next few weeks. **TW** will be away and suggested that **AM** speak instead. The Annual Parish Meeting is on the 17th May, the deadline for a write-up in the Watlington Times will be the 18th April for the May issue.

3/18 Declarations of interest

There were none notified.

4/18 Minutes of 29th November 2017 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.

5/18 Matters Arising

There were none other than agenda items.

6/18 Publicity and Promotion of Town Hall

Actions update from last meeting and any other actions.

Dedicated Town Hall Website – **KT /RG** have been working on this. There was some discussion over what to list on the website and what to cover through links to other sites.

Resolved: RG to add link to Parish Council Website for classes etc.

KT suggested that the Town Hall Charity enter the SODC Lottery.
Proposed **TH**. Unanimous agreement.
RG to sign up and write-up logo and blurb.

7/18 Town Hall Works. Stairlift, Noticeboard and Belfry
TH gave an update on the following items:

Belfry, tiling, guttering and upper walls.

No update – Bob West waiting for better weather before using the cherry picker, probably the end of March. Need to get up in the Belfry and look at the state of it and get some quotes.

Stairlift

The Stannah representative we were dealing with resigned before Christmas so now a new representative is due to come and measure, in order to apply for listed building consent They are due to visit next Monday. Estimated cost is £9k.

Noticeboard

An application has been submitted to Doris Field Appeal for £850. There will be an answer in April.

8/18 Damp

A partner needs to be selected for this work, none of the companies looked at so far were suitable. It is a smaller job than first appeared. Damp on the lower level is rising, not helped by the previous render used. The proposal is to replace existing render with lime plaster and a breathable layer. This work is best done in August when bookings are low as the hall will need to be closed. Formal confirmation of method is required.

Timing of this work impacts on the stairlift as the damp work needs to be done first. Approximate cost is £2-4k.

Resolved: Unanimous vote to go ahead and get quotes for work to be done in August.

It was suggested that a package of works to be put together for English Heritage.

9/18 General Issues

1. Governance Document

It was noted that all group members have a copy of this document.

2. Code of Conduct – this was reviewed.

Resolved: That this be agreed.

3. Membership - It was noted we are now members of the Historic Building Advisory Service and the Historic Towns Forum.

4. Commemoration of Armistice 2018 - Grant Application - the application for a grant from the District Councillor Fund, towards a Remembrance Art Work was unsuccessful. **TH** has been in touch with local artists and will report back at the next meeting.

5. Lighting - Small changes are planned for lighting in the Undercroft and Kitchen. A method statement is required. Trunking in the main hall to be limited to the short sides of the room. Awaiting revised estimate and method statement.

6. Projector for Film Club

AM has been investigating possible grants for this. **AM** is writing brief for lighting. Discussion also took place about a Film Club. **AM** to speak to Steve at the Watlington Club regarding this.

Resolved: AM to test out Parish Council Projector for use in the Town Hall.

7. Town Hall Premises License – this needs to be changed to an Organisation license.

Resolved: RG to action this.

8. Explanation of Maps – TH said that Janet Vaughan now has the text for these.

9. Boiler. **BW** gave an update on the options for replacement of the boiler. There is a choice between a gas or electric boiler. Estimates are required.

AM/RG to review best options and look at last few years of bills.

10. Town Hall Wiring Check – this has been completed. This will need to be done again in 5 years' time.

11. Chairs for Town Hall – **TH** noted that for the Watlington Hoard Event there were 60 chairs available and they borrowed 20 chairs. He suggested getting 20 stacking chairs to store upstairs for use as required. The price would be around £4 per chair.

KT suggested folding chairs which she had seen at £1 per chair. There was some discussion over whether these chairs could be used in the Paddock.

KT/RG to look at options.

12. Registration of Town Hall with Land Registry – the document has been retrieved from the archives and send to Land Registry.

13. Town Hall Charity Trust Report to the Annual Parish Meeting on 17th May 2018.

See Chairs comments. **AM** to present and report to be prepared in the next few weeks.

14. Consideration on whether the Town Hall Charity would like to include the Hill Road Car Park as part of the trust.

TW said that he has not been able to find any examples of a car park being a charity on its own.

Watlington has 2 charities for the benefit of local residents – the Town Hall and the Charlotte Cox Trust. It is unsure what restrictions may be in place from the previous owner SODC.

There was some discussion and concerns were expressed over compromise in the duty of looking after the Town Hall.

BW proposed that the Car Park **not** be included in the work of the Town Hall Charity Trust.

Resolved – 4:1 in favour.

10/18 Financial Issues

Audited accounts 2016/17 – these have been submitted to the Charity Commission website.

2. **Budget 2017/2018 update**

KT will circulate the update by email.

There was some discussion over current charges for rental and whether these should be increased, especially given recent high utilities bills, money spent on improvements and the fact that prices have been held for several years. There was also a suggestion to make increases for commercial uses but not for local groups/charities.

RG/KT to review and make a suggestion for the next meeting.

3. **Budget 2018/2019**

KT has not completed this yet. **RG/KT to complete this.**

4. **Insurance Revaluations.**

KT has commissioned a revaluation of the Town Hall and will report back.

5. **Back of the sofa.com** This is a website recommended by CFO for charities wanting to get the best prices on utilities. **This was noted**

11/18 Jobs and Responsibilities for Town Hall

1. **Cleaning and Caretaking**

There was a discussion the best way to recruit someone to do 2hrs cleaning per fortnight. **TJ/TH** to write up job spec and conduct interviews.

Resolved: KT/RG to advertise on the Town Hall website and Town Noticeboard on Facebook when the specification is ready.

12/18 Correspondence

1. SODC – Rate relief 100% for the Town Hall

2. SODC – We have been unsuccessful in our bid to the District Councillors Fund.

13/18 Any Other Business

TH suggested that the Annual Parish Meeting be held in the Town Hall

KT felt that this would not be ideal this year due to access issues.

43/17 Next Meeting Date: Next meeting 30th May.

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