



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 29th January 2020 at 8pm in the Community Office.**

Present:

Trustees:

Tim Horton (TH)
Matt Reid (MR)
Ian Hill (IH)

Co-opted:

Alison Morgans, Mike Young

Secretary

Kristina Tynan

In Attendance:

Lorraine Daniels and Jaine McCormack – Art
Weeks/Town Hall May 2020

01/20 Apologies

Nick Hancock, Terry Jackson.

02/20 Chairman's Remarks

TH said that he has received a letter from the WI which will be discussed under
correspondence.

03/20 Declarations of interest

TH stated that he has an interest in the Staging Issue as he is part of the Watlington
Phoenix Players who wish to have a stage and will not take part in discussion or vote
on this issue.

MY stated that his brother has drawn up the plans for re-modelling of the stair lift,
access and disabled access and said he would not vote regarding Agenda Item 8.

04/20 Minutes of 7th November 2019 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.

05/20 Matters Arising

1. **Repairs reported at the last meeting** (Minute 55/19 refers)– These have all been
done

2. **Website** (Minute 51/19, 2 refers)- This will be discussed at the next meeting.

06/20 Art Weeks May 2020 – JM and LH gave an update and asked for agreement on a few
issues.

Brown Trout Installation

JM and LH said that they would like to install an installation of a brown trout for plastic bottle collection which would be sited in the place that the Christmas Tree is placed. The size is 6ft wide and 6ft tall

This will be put in March/April. After Art Weeks it will go to Beaconfest. It is hoped that this can then go on tour to other places. It is hoped that a bench will be from the bottles collected. JM expressed her thanks to Bob Thomas and Bruce Garside who have been very helpful with this project. The idea of using a brown trout came from the Watercourses Group of WEG. There will be explanations put up about the installation and the brown trout. It was noted that this will need close monitoring.

Red Kite Art Installation

This will be put on the Town Hall, High Street side and will be made from old CD's. It will be put up very securely.

The Committee agreed that the Trout and Red Kite Installations can be put up. It was noted that the vision aspect needs to be clear so that people can cross the road safely.

The Trust agree in principle to get some publicity for these and hopefully BBC Oxford would come and film. TH asked that with regard to these two installations that any press release could be worked on together. He said it would be helpful if there is a meeting before April.

The Art Weeks launch will be held on the 1st May. JM said she is very proud of what is being done by volunteers/artists etc. on the community projects. There will 5 artists showing their work inside the Town Hall during Art Weeks which is very modern and progressive.

Actions

KT and JM to look at Insurance,

07/20 Publicity and Promotion of Town Hall

1. **SODC Lottery** – Rachel Gill had already registered this, but it has now expired as they were waiting for wording to promote the Town Hall. She can re-register but will need the wording needed prior to this. RG will send what is needed to the committee.

2. **Terracycle** – KT reported that the office is collecting crisp packets and bread bags and have nominated the Town Hall Charity as the beneficiary of any money raised. This has raised £4.00 to date.

08/20 Town Hall Works

1, **Stairlift and Disabled Access and Toilet application** – *Drawings were attached to the agenda.*

Stairlift Planning Application – TH reported that SODC agree with English Heritage comments and opposed our recommendation for two stairlift to access first and second floor. Therefore, we asked Nev Young to re-draw the plans with one stairlift, disabled access and a toilet on the ground floor. TH said he has confirmed with Stannah that the price they originally quoted will still stand.

Resolved: That the revised drawings from Nev Young are accepted and will be sent to SODC as an amendment to the application.

2. **Brickwork Issues** – TH has spoken to SODC and we need send out tenders including to Colin King. They have a list of approved contractors on their website for line plastering. IH said he had concerns about the crack in the arch (Bella Luca side). The last structural survey was looked at and it was noted in the Cox Clifford Partnership Report of March 2012 that the arch had cracking it states that there are cracks in the external walls over all the arches but they all appear longstanding with no signs of ongoing movement. *KT will send out this report to all members.*

It was noted that the gutters are cleared out annually.

TH said the first Archstone Appeal he wrote a heritage statement which mentioned the listed buildings on the B4009, including the Town Hall and the amount of traffic and large vehicles going past this has led to the cracking etc to the building.

09/20 General Issues

1. **Explanation of Maps** – These should be done soon.

2. **New Boiler for Town Hall** – We have two quotes. To be discussed at the next meeting.

3. **Monthly Entertainment Evenings-** Ideas to be brought to the next meeting.

4. **New Activities** – TH has spoken to a Bridge Club

5. **Town Hall Storage** – Denise Allnutt to be asked to sort the costumes that belonged to the Watlington Players which will give space for the staging blocks.

6. **New Staging for Town Hall** – TH said that the Watlington Phoenix Players are prepared to pay a contribution to this.

Resolved: That these be purchased once there is adequate storage in the loft area available.

7. **Purchase of 6 bridge tables**

TH stated that we do need more manageable tables for activities. After discussion it was:

Resolved: That we purchase 6 tables (see below) at an approximate cost of £150 for the Town Hall.

8. **Town Hall Rental Review** – KT and AM will speak to The Undercroft Fruit and Veg about increasing the rental price and will report back to the next meeting.

9. **Risk Assessment** – IH had reviewed this.

Resolved: That Ian Hill, Tim Horton and Nick Hancock give this a critical review and bring back a reviewed assessment to the next meeting.

10/20 Financial Issues

1. **Budget Update 2019/20** – This is being updated and will be emailed to all members.

2. **Grant from the Parish Council 2020/2021** – A grant was agreed by the Parish Council of £8,000.

3. **Bank Account** – KT has been looking into changing the account from Barclays. She will send the information to TH. NH has also been investigating this.

11/20 Jobs and Responsibilities for Town Hall

1. **Cleaning and Caretaking** – AM said that we have had no success with our advertising on the Watlington Town Facebook page. We may be able to use our new Pavilion Cleaner. TH mentioned a person that may be interested. After discussion it was thought that we should perhaps get in a company to do a deep clean and then see what is needed for the Town Hall

12/20 Correspondence

1. **Letter from WI** – They have said that some of their members have a problem getting up the first few stairs from the Undercroft and have asked that the Trust consider installing some grab rails. It was agreed that AM email a physiotherapist asking for advice. It was noted that anything added to the building would need to be in character with the Town Hall.

2. Letter from WI – WI have asked that for Remembrance Day that we allow poppies Tim **have you the letters from WI? Cannot remember what we said.....**

13/20 Any Other Business

Barriers etc. in the Undercroft– KT will organise removal of all unnecessary items.

14/20 Date of Next Meeting Thursday 9th April 2020

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM

Agenda Items for Future Meetings

1. Back Wall Painting Options
2. New Lighting