

# 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 2nd May 2018 at 8pm in the Parish Office

### Present:

#### Councillors:

Tony Williamson (Chair)  
Bob West  
Roger Beattie  
Terry Jackson

#### Non- Councillors

Tim Horton, Alison Morgans

#### Secretary:

Rachel Gill

15/18 Apologies  
None

16/18 Chairman's Remarks  
The Chair checked on availability for the Annual Parish meeting on the 17<sup>th</sup> May. AM and BW cannot attend but AM will prepare the report.

17/18 Declarations of interest  
There were none notified.

18/18 Minutes of 28<sup>th</sup> February 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.

19/18 Matters Arising  
There were none other than agenda items.

20/18 Publicity and Promotion of Town Hall  
Actions update from last meeting and any other actions.  
**1.Dedicated Town Hall Website - RG** has updated the website to link events to the Parish Council website, she has also added some new photos. **TJ** has a photo of the stair climber in use.  
**Resolved: TJ** to email the photo and **RG** to add to the website.

**2.SODC Lottery - RG** has looked at the information required and asked for agreement on the name and logo used.

**Resolved** – use the name ‘Watlington Town Hall Charity’ and use the Logo from the minutes/agendas.

#### 21/18 Town Hall Works. Stairlift, Noticeboard and Belfry

**TH/BW** and Emily Karou (Conservation Officer) inspected the Town Hall from a Cherry Picker, overall the results were positive.

**TH** had provided a report on this in advance of the meeting so a summary is provided here:

**Belfry:** No specific actions required, all in good condition.

**Tiling:** In good condition but there is moss to the Northern elevation so this cannot really be checked. **BW** recommended removal of the moss as it is likely to enable more damage to the roof tiles. **BW** added that scaffolding towers would be sufficient to enable access rather than full scaffolding.

**TH** added that we have a quotation from 1 company for this work

**TW** felt that it would be best to get 3 quotes and get the work done.

**Resolved** – Get 3 quotations for the work.

**Guttering:** In good condition.

**Walls.** Some work is required to replace damaged bricks and lime mortar.

**BW/TH** to write specification against which we can obtain quotes, i.e quantity of bricks to replace and at what heights.

**Resolved** : Write specification and get quotations. This can be combined with the work on the moss if the company wish to do both jobs.

#### **Noticeboard**

A grant has been received for this item for £500. It is waiting on Listed Building Consent. **TH** said that a separate form for items requiring consent would be the best approach so that delays do not effect all items.

**Resolved** - To complete the consent form ASAP.

#### **Stairlift**

There is a quote for £9400 for these works. It is likely that we could get some grants to help pay for it, from SODC and/or other sources. We have missed round 1 of the SODC grants but Round 2 is in September. There may also be an opportunity to but in an overall bid to English Heritage for a general grant.

**TW** suggested attendance at the next Parish Council Finance Meeting to discuss whether to bring forward any of next years PC grant.

**TH** to complete listed building consent form.

#### **Railings**

**TJ** added that Watlington in Bloom planned to paint the railings. There was some discussion on this matter.

**TJ** to ask **KT** about community service volunteers.

**BW** to speak to his contact about coatings / best paint to use.

## 22/18 Damp/Internal Works

**TH** gave an update on this matter. This work needs to be completed before work can start in other areas.

Requests for quotations were sent to 4 companies on the 13<sup>th</sup> March.

Only one quote has been received. This company were very through and have worked on other Town Halls. One other company were not interested and another has not yet replied and the last company was not sure whether the work would be successful and has not quoted. A 5<sup>th</sup> company was contacted and they visited the site and seemed interested but have not replied.

**It was resolved that:**

**BW** to chase up 5<sup>th</sup> provider.

Send out for quotations to 2 or 3 more companies with a deadline of the end of May.

If no further quotes obtained then proceed with the quote we have.

**TH** to provide documentation and show RG the scope of work.

**TH** to complete listed building consent form.

## Electrical Work

Ben Quarman has quoted for some additional works :

- Power to Stairlift
- Trunking in the Main Hall

**TH** to complete listed building consent form.

## 23/18 General Issues

**1. Commemoration of Armistice 2018 - Grant Application** - the application for a grant from the District Councillor Fund, towards a Remembrance Art Work was unsuccessful. **TH** suggested that this be parked while the other works are completed.

**2. Lighting** – discussed in previous section.

### **3. Projector for 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.

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

**Resolved:** RG is actioning this and checked details on alcohol license with the group.

**5. Explanation of Maps** – No update on this.

**6. Boiler.** **RG** provided details of recent utility bills. **AM** to analyse further to identify running costs. **BW** has already got costs for installing/buying the boiler. The deadline is the autumn as the boiler needs replacing before winter.

**TH** proposed that this be agreed at the next meeting.

**Resolved :** to be agreed at the next meeting.

**7. Chairs for Town Hall – RG** showed the kind of chairs you can get on ebay for around £10. There was some discussion on this matter. TW noted that the church have some folding chairs. If chairs were to be used in the Paddock also then could the Parish Council fund some ?

**Resolved:** Review what IKEA have and also look at what the church have to see if similar chairs would be suitable.

**RG** to ask KT about funding.

**8. Registration of Town Hall with Land Registry** – this is ongoing, all documents have been sent to the solicitors.

**9. Town Hall Charity Trust Report to the Annual Parish Meeting on 17<sup>th</sup> May 2018.**  
See Chairmans comments. **AM** to prepare report.

## 24/18 Financial Issues

1. Draft Budget 2017/2018 update was provided and agreed.

Budget 2016/2017 1/4/2017-31/3/2018	Budget 2017/2018	ACTUAL to 29/3/18
<b>Expenditure</b>		
Caretaker services	4330	4330
Town Hall Open/Close	849	849
Water Supply	150	187
Electricity	650	819
Gas + Boiler Service	1700	1660
Running Costs	740	192
Maintenance of Town Hall	1000	200
Planned maintenance sink fund	2000	2000
Insurance	1600	1884
Audit	100	
Pigeon Problems		
Website		129
Misc/Land Reg		902
<b>TOTAL EXPENDITURE</b>	<b>13119</b>	<b>13151</b>
<b>Income</b>		
Rental for Town Hall	7500	7810
Misc income	60	90
WPC Grant	7000	7759
Sinking Fund Income		
<b>TOTAL INCOME</b>	<b>14560</b>	<b>15658</b>
<b>INCOME MINUS EXP</b>	<b>1441</b>	<b>2508</b>
<b>Total Bank Balances 29/3/2018</b>		
<b>Accounted by :</b>		
General Reserves	20275.81	
Sinking Fund	11800	
<b>Total</b>	<b>32075.81</b>	

2. Budget 2018/2019 – No update
3. Insurance Revaluations.  
This report has been received.  
**RG** to check on renewal date for insurance.
4. Rental charge review – ongoing.

25/18 Jobs and Responsibilities for Town Hall

**1. Cleaning and Caretaking**

**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.

26/18 Correspondence

1. SODC – Rate relief 100% for the Town Hall
2. SODC – We have been unsuccessful in our bid to the District Councillors Fund.

27/18 Any Other Business

None

43/17 Next Meeting Date: TBC

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9:50PM**