

# 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 Thursday 7<sup>th</sup> July 2022 at 8pm in the Town Hall.

### Present:

**WPC Trustees:** Tim Horton (TH)  
Matt Reid (MR)  
Ian Hill (IH)  
Mike Young (MY) – Co-opted

**Secretary** Kristina Tynan (KT)

### 13/22 Election of Chairman

Ian Hill proposed Tim Horton and Matt Reid seconded. There were no other nominations.

**Resolved:** That Tim Horton is elected Chairman.

### 14/22 Apologies

Terry Jackson. It was noted that TJ has requested a leave of absence from the Parish Council until January 2022 so she will not be attending any Town Hall meetings until then.

### 15/22 Election of Vice-Chairman

Tim Horton proposed Ian Hill, and this was seconded by Matt Reid. There were no other nominations

**Resolved:** That Ian Hill be elected as Vice- Chairman.

### 16/22 Chairman's Remarks

TH reported that he has finished clearing up the sacks of clothes which have been sent to costumiers and the Charity Shop and the clock tower is now even cleaner that when it was looked at in the last meeting. He thanks MY for fixing the eye of the door holder. TH reported that the Exhibition over the Jubilee weekend went very well and was attended by 128 people. There were a lot of positive comments from people who had not been in the Town Hall before. The Art Exhibition in May was a great success. He also said that the ArtsHub have donated the boards used for both events to the Town Hall and they are stored in the clock tower and do not take up much space. These will be useful for any exhibition type events in any venue.

### 17/22 Declarations of interest

There were none notified.

### 18/22 Minutes of 24<sup>th</sup> February 2022 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.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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## 19/22 Matters Arising

**3 D Scan of the Town Hall** – MR said that now the clock tower has been emptied this would be a good time to do the visual 3d scan of the building. MR will organise for this to be done.

**Alison Morgans** – AM has now left Watlington and formal thanks were given to her for all her work on the Trust Body over the last few years. TH will write and thank her as Chairman. We now have a vacancy for a co-opted member and TH has approached Mike Staples who is interested in this position. After discussion it was agreed that KT formally ask Mike Staples to be co-opted onto the Town Hall committee.

**Clock** – It was noted that the clock in the clock tower was made at the Christopher Wren workshop in Oxford around 1700. There is no formal record of the man who made it. There is a similar clock at Wadham College, Oxford. It was noted that this is an assumption and not a known fact. It was noted that the price of this clock would be impossible to guess at as it is unique and could not be replaced.

## 20/22 Caretaking and Cleaning Arrangements from 1 August 2022

TH reported that the Watlington Caretaker will be leaving and a new one will be advertised for by the Parish Council. At present the caretaker is paid for 9 hours at the Town Hall per week. After much discussion it was agreed that 5 hours would be plenty now that we have a cleaner in place. TH will produce a list of duties as the specification will need to be changed. It was agreed to let the WPC know this and also that we will be employing our cleaner for 2 hours per week rather than 2 hours per fortnight moving forward. TH and KT had a meeting with the cleaner who thought she could fit in these extra hours. TH said that there could be a gesture to the WPC in view of the less hours required by a caretaker that the grant that WPC grants the Town Hall could be reduced and he will write a paper on this and circulate to members.

## 21/22 Town Hall Works

1. **Stairlift and Disabled Access and Toilet application** – TH will progress this.
2. **Brickwork Issues** – This has been commissioned subject to SODC approval and TH will chase this up.
3. **Paviour work** - This has been commissioned.
4. **Small windows in stairwell** – MY is working on this. He has managed to get the bracket off the Wall and thanked Dave Pullen for his help with this. He has sourced some antique opaque glass to be put in the window which the Trust Body will refund him for. He will speak to Bruce Garside about a possible metal frame to protect the glass. MY was thanked for his report and for his work on sorting this issue out.

## 22/22 Maintenance Issues

1. **Kitchen Cupboards** – Repainting of these – KT will ask BT to do this as a specific job.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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## 23/22 General Issues

1. **Town Hall Storage** -clearing space for new staging- This has been done. It was noted that the Undercroft Fruit and Veg are using the vestibule area for storage of cones etc, and KT will ask her to store these in the boiler room.
2. **Back Wall Painting Options** – KT and AM have chosen colour.
3. **New Lighting Scheme** – TH has sent this to SODC for approval
4. **Glass to Town Hall** – A group has been set up to look into this and TH will set up a meeting. MY will speak to the Methodist Church. It was noted that there is also a building in Ross on Wye which as done something similar. MY will investigate this further.
5. **Discussion on creation of a Bar area** – MY will report at the next meeting as he needs to measure up first.
6. **Energy saving ideas for Town Hall** – Please see attached report from Energy Solutions Oxfordshire for recommendations on carbon reduction for the Town Hall- This was briefly discussed, and it was agreed that this be an agenda item for the next meeting, so all members have time to read the report. It was asked that members bring recommendations to the next meeting.
7. **Monthly Entertainment Evenings**
8. **New Activities** – ideas wanted for groups. TH said that he had been speaking to someone who designs websites, and it may be an idea to improve on the one we have to increase bookings. TH will look into this.
9. **Damp around chimney of Town Hall Roof (inspection)**- MY was speaking to Jon Lorimer about doing a drone inspection. KT to also send him an email.
10. **Damage to window on the top floor** – MY reported that this will be looked at when the brickwork issues are being done. This can be removed of the agenda.

## 24/22 Financial Issues

1. **Budget Update 2021/22** – This was sent to all Member and accepted. This will now be audited prior to the information being put on the Charity Commission website. TH thanked Rachel Gill for her excellent work on this.
2. **Budget Update 2022/23** -The update was noted. TH made reference to the Sworn King 75-year maintenance schedule which was done in 2012 and KT will send out a copy to members.
3. **Undercroft Rental for Fruit and Veg** – It was noted that the rate was increased from April 2021, and

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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it was agreed that this remains the price for 2022/23. However, her heating useage was discussed in the light of the increase in energy prices. KT can work out her daily use once heaters are used again, and it was thought that this should also be discussed with AC and KT will speak to her.

## 25/22 Correspondence

There was none that needed discussion.

## 26/22 Any Other Business

### **Kellogs Historic - The Role of Historic Buildings in Getting to Net Zero - Webinar**

Thursday 14<sup>th</sup> July 2022, 12-2pm at a cost of £30.

Tickets: <https://www.eventbrite.com/cc/summer-autumn-2022-programme-392149>

Ian Hill will check to see if he can attend this, and the Trust will pay this cost.

## 27/22 Next Scheduled Meeting Date: 6<sup>th</sup> October 2022 – This was noted.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.30PM**