

# 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> November 2019 at 8pm in the Town Hall

**Present:**

**Trustees:**

Tim Horton (TH)  
Matt Reid (MR)  
Ian Hill (IH)  
Nick Hancock (NH)

**Co-opted:**

Alison Morgans

**Secretary**

Kristina Tynan

**In Attendance:**

Lorraine Daniels – Art Weeks/Town Hall May 2020

45/19 Apologies

Terry Jackson, Bob West, Mike Young.

46/19 Chairman's Remarks

TH said that we are making progress on some issues but more slowly on others. There are some decisions that need to be made tonight. He said he would be sympathetic to a meeting taking place between 10<sup>th</sup> and 25<sup>th</sup> December if this would be the wish of the committee.

47/19 Declarations of interest

TH declared an interest in the New Staging for the Town Hall item, and he has submitted a paper on behalf of the Watlington Phoenix Players and will not take part in discussion or vote of this issue. He left the room for this agenda item.

48/19 Minutes of 9<sup>th</sup> September 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.

49/15 Matters Arising

**Brickwork Issues on the exterior walls** (Minute 32/19 refers) – NH said that it was not minuted, but a number of specific areas were noted that will need addressing. TH said that we will need to get the building assessed by a professional and all patches will then be mapped.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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**New Noticeboard** (Minute 35/19 refers) – TH stated that this has had some appreciative comments.

**Weeds on the Apron** (Minute 43/19 refers) – Some of the weeds have been pulled. KT to put this task on a list to be done regularly.

50/19 Art Weeks May 2020 – Request from the Art Weeks Committee to put up an installation on the outside of Town Hall.

Lorraine Daniels said that the first Art Weeks that took place in Watlington last year was a great success and that the committee want to build on this in 2020. Last year 45 artists took part and for 2020 this has increased to 59. There will be more open studios this year. TH said that he hoped that the Town Hall would be a focus for the event with it being such an important building in the centre of town.

With Watlington declaring a Climate Emergency and the work of the WCAG and the success of the Eco-fair the key messages will be to use upcycled materials with an environmental awareness alert and creation of pieces to take place publicly where possible. All items will have artistic merit and will enhance the High Street. She presented a range of ideas depicted on mood boards. The committee discussed all ideas with Lorraine and gave their feedback. It was agreed that the flagpole not be used for any artwork.

Lorraine was asked to give feedback to our next meeting.

TH said that it had always been an ambition of his to have a piece of stained glass artwork in the Town Hall and LD said that there are many local artists around that could be spoken to regarding this.

It was noted that this would be a good opportunity to promote the Town Hall is available for hire and AM and KT will work on having a leaflet available for this time.

51/19 Publicity and Promotion of Town Hall

1. **SODC Lottery** – KT will ask RG to send an email out to Members which will state where we are with this and what needs to be done.

2. **Interactive Website**- It was agreed to take this off the agenda.

52/19 Town Hall Works

1. **Stairlift and Disabled Access and Toilet application** – TH has met with Nev Young and discussed drawings for the addition of a ground floor toilet. Nev Young has now

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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provided a quote for CAD drawings for ground floor toilets facilities and ground to first floor stairlift. These will be used to support the existing planning application.

**Resolved:** That we accept the quote from Nev Young for the drawings at a cost of £350.00.

**2. Painting Options for back wall** – Colin King has given KT a paint sample chart but has advised not to paint until Spring 2020. This will be discussed next year.

**3. Lighting** – It was agreed to discuss this until after the stairclimber/toilet issue is further on.

## 53/19 General Issues

**1. Explanation of Maps** – Janet Vaughan will do this.

**2. New Boiler for Town Hall** – Quotes are needed for an electric boiler. TH said that he has contacted some companies and will get on with these.

**3. Monthly Entertainment Evenings** – TH said that the Chess Club that started in the Town Hall has now moved to the West Room, and the Club is going very well. It was noted that the Town Hall is not very warm in the winter and that it is quite hard to control the temperature. AM said that Pyrton Village Hall have a good system on heating. Hirers take an electric reading before and after use and give to the Manager and they are then billed for the useage. It was suggested that we investigate having a NEST or similar controller for when we have a new boiler installed.

**4. New Activities** – ideas wanted for groups  
TH said that he is looking into a cards and bridge club.

**5. New Staging for Town Hall** – Tim Horton had prepared a paper on this which is available on file. IH chaired this item

Discussion took place on the paper and it was:

**Resolved:** That the committee agree with the staging in principle subject to proper storage requirements being made.

**6. Town Hall Rental Review-** It was agreed that KT to find out the last time the Undercroft Fruit and Veg had an increase in the rent. It was thought that an increase in line with the rate of inflation would be appropriate. KT to then have a discussion with Angela Clark. It was agreed to keep the current hourly charge the same for other users at the present time.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

---

7. **Town Hall Storage** – It was agreed that at the next meeting the committee look at the Town Hall attic and look at the space with regards to using it best for storage. KT will speak to Denise Allnut about the costume storage.

## 54/19 Financial Issues

1. **Budget Update 2019/20.** – This was noted and is shown below

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

Budget 2019/2020	Budget 19/20		Actual to 23/09/19	
<b>Expenditure</b>				
Caretaker services	£	4,330.00		
Town Hall Open/Close	£	849.00		
Water Supply	£	240.00	£	104.39
Electricity	£	1,130.00	£	127.82
Gas + Boiler Service	£	1,700.00	£	442.72
Running Costs	£	600.00	£	416.69
Maintenance of Town Hall	£	1,000.00	£	2,175.03
Planned maintenance sink fund	£	2,000.00		
Insurance	£	2,025.00		
Legal Fees & Land Registry	£	200.00		
Planning Application Fees	£	190.00		
Website	£	100.00		
Audit				
Misc	£	146.38	£	308.67
<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>13,353.64</b>	<b>£</b>	<b>3,575.32</b>
	£	-		
<b>Income</b>				
	£	-		
Rental for Town Hall	£	6,822.00	£	3,012.50
Misc income	£	229.00	£	202.24
WPC Grant	£	8,000.00	£	2,000.00
Grant from Doris Field	£	500.00		
Sinking Fund Income	£	-		
<b>TOTAL INCOME</b>	<b>£</b>	<b>15,551.00</b>	<b>£</b>	<b>5,214.74</b>
	£	-		
<b>INCOME MINUS EXP</b>	<b>£</b>	<b>2,321.39</b>	<b>£</b>	<b>1,639.42</b>

**Total Bank Balance 27/9/2019**

**Accounted by:**

General Reserves	£17,220.63
Sinking Fund	£15,800.00
<b>Total</b>	<b>£33,020.63</b>

**2. Grant from the Parish Council 2020/2021**

**Resolved:** That we request a grant of £8000 from Watlington Parish Council.

**3. Town Hall Registration Costs**– Update from the Full Council Meeting 9/10/2019  
TH reported that the Parish Council did not agree to pay for half the costs of the registration of the Town Hall.

55/19 Jobs and Responsibilities for Town Hall

1. **Cleaning and Caretaking** – AM and KT will meet to discuss this.

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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## 2. Repairs needed

1. Check if tap still dripping
2. Doors to both toilets need repair- 1 door is jamming and 2 lock needs repair

*[NB Post Meeting Note: Bob has addressed all issues above]*

### 56/19 Risk Assessment Review

IH will do this and this will be an agenda item for the next meeting.  
AM said she had a document on Safety for Village Halls and she will email to Members.

### 57/19 Correspondence

There was none that needed discussion.

### 58/19 Any Other Business

**Doris Field Trust Grant for Noticeboard** – Now that this has been installed, AM will write to the Charity with photos and end of project form.

### 59/19 Next Meeting Date: Wednesday 29<sup>th</sup> January 2020

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