



Watlington Town Hall Charity Trustee Body

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Town Hall Registered Charity Number 204765

Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Monday 9th September 2019 at 8pm in the Town Hall

Present:

Trustees:

Tim Horton (TH)
Matt Reid (MR)
Ian Hill (IH)
Terry Jackson (TJ)
Nick Hancock (NH)
Bob West (BW)
Mike Young (MY)

Co-opted

Secretary

Rachel Gill

31/19 Apologies

There were none.

32/19 Chairman's Remarks

TH welcomed Mike Young and Bob West to the meeting. He suggested a walk around the Town Hall to see the recently completed plasterwork, to look at Stairlift options and to review the exterior brickwork. TH has completed a draft paper on Air Quality and the impact of traffic on the hall to support the NPAB work. He also circulated notes from his meeting with Historic England earlier in the day.

33/19 Declarations of interest

There were none notified.

34/19 Minutes of 11th February 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.

35/19 Matters Arising

New Noticeboard

This has finally arrived after the company went out of business and we had to source from elsewhere. Bob West will install this weekend.

Plasterworks

TH suggested 3 options:

- Leave as is
- Paint all of the interior
- Paint only the new plasterwork

TJ suggested a 4th option – to wait until all the lighting and stairlift works are completed first and then paint afterwards.

TH added that he was planning to write to Colin King in appreciation of the standard of work.

Resolved : To add painting options to the agenda for November.

Lighting/Electrics

TH said this was 80% sorted – the remaining 20% is waiting on final schemes for the new boiler and stairlift. SODC had no fundamental problems but would like to see the details once finalised. Capacity for electrics will need to be checked.

NH asked for confirmation that there was an overlap between the 2 quotes. **TH** said that there was and an updated quote was required.

36/19 Publicity and Promotion of Town Hall

SODC Lottery – RG to recirculate the latest status.

37/19 Town Hall Works (Stairlift, Noticeboard, Lighting, Damp works and Belfry)

1. Stairlift and Disabled Access

TH circulated his notes from the meeting with Historic England.

There was concern over permeating the stair treads, particularly from the first floor to second floor. The suggestion from Historic England was to install a toilet in the current boiler room and then only have the stair-lift up 1 flight of stairs to the main room. The committee went to view the area and :

Resolved :

- To get quotations for the installation of a cloak room
- To withdraw the current planning application
- To update Historic England

NH asked

- whether a Fire Report Assessment has been requested ? **TH** said that this would be addressed as part of building regulations.
- whether the stairlift company had done a survey on the woodwork ? **TH** said not.
- whether the red barriers in the Undercroft be relocated ? The idea of creating a storage area in the Undercroft was discussed.

Resolved : RG to check with KT/BT

Future Works needed to the Town Hall - The Sworn King Spreadsheet which shows these was circulated to all Members for information.

38/19 General Issues

1. Explanation of Maps

Defer to next meeting

2. New Boiler for Town Hall

A new electric boiler is needed. We cannot have a condensing boiler as the flue will vent to the street.

Resolved : To get some quotations for the next meeting. Ensure that information on maintenance and warranty is included.

2. Monthly Entertainment Evenings

TH has a few events lined up. A production in October, Jazz in November and there is some progress on Chess and Bridge. **TH** raised the issue of requiring some small card tables – around 8 at £30/each. Storage would need to be considered.

Resolved : Keep on the agenda for the next meeting
RG to check if U3A do bridge
RG to check on safeguarding for u18 chess players

39/19 Financial Issues

1. Budget Update 2019/20

RG circulated an update on the budget to the end of August.

The WPC grant of £8000 was deferred at Finance Committee and will be considered at Full Council tomorrow.

NH asked why the sinking fund was generating no income?

Resolved : RG to check with KT

2. Registration of Town Hall

TH stated that as the Parish Council are the Sole Custodian of the Town Hall it was felt that they should share the cost of the registration.

This item was deferred at Finance Committee and will be considered at Full Council tomorrow.

40/19 Jobs and Responsibilities for Town Hall

1.Cleaning and Caretaking – We have had no luck yet in sourcing a cleaner.

Defer to next meeting. TH said that £600 was allocated for this.

2.Any other issues - there is a dripping tap which needs attention. **KT/BT to look at this.**

41/19 Risk Assessment Review

IH has reviewed this – he feels that the mitigation needs more detail. The document was noted and **IH** will bring revisions to the next meeting. The Rental Agreement will need to be reviewed after this.

42/19 Correspondence

There was no correspondence that needed discussion.

43/19 Any Other Business

TH expressed concern over the quantity of weeds around the Town Hall.

RG to raise with KT/BT

44/19 Next Meeting Date: 11th November

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.55PM

