

# Watlington Town Hall Charity Trustee Body



Town Hall Registered Charity Number 204765

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## Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Thursday 24<sup>th</sup> February 2022 at 8pm in the Town Hall.

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**Present:**

**WPC Trustees:**

Tim Horton (TH)  
Matt Reid (MR)  
Ian Hill (IH)  
Mike Young (MY)  
Alison Morgans (AM)

**Secretary**

Kristina Tynan (KT)

01/22 Apologies

Terry Jackson, Bob West

02/22 Chairman's Remarks

TH took all members up to the clock tower to see the progress made now it has been mostly cleared and cleaned. MR said that it was a great space and perhaps we could utilise it in some way. TH explained that the clock was made by Christopher Wren.

03/22 Declarations of interest

There were none notified.

04/22 Minutes of 28th October 2021 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.

05/22 Matters Arising

There were none other than agenda items.

06/22 Town Hall Works

**1. Stairlift and Disabled Access and Toilet application**

TH reported that he has not had time to progress this but as he is now reducing his commitments on the Council from the spring and will now have time to work on this. Building Control need to visit but have not done so due to COVID. He has contacted Stannah, and they are still interested in doing this work and they have not increased the price. TH will contact them.

**2. Brickwork Issues** (Choice of company for 2022 work)

**Resolved:** That Payne and Little be awarded the contract for these works.

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### 3. Paviour work

**Resolved:** That Payne and Little be awarded the contract for these works.

TH to see if they would apply any discount for both jobs and they will do both jobs at the same time. We will need to liaise with OCC as it their land and advise SODC of these works.

### 07/22 Maintenance Issues

1. **Cleaner for Town Hall** – Review needs to take place.

The committee agreed that the work by Kitty is very good and that we continue her contract. KT to ask her to continue with the wood treatment.

2. **Kitchen Cupboards** – Repainting of these

Our caretaker will paint these. Colour had been chosen but TJ has asked that we use low carbon paint and KT will investigate these.

### 08/22 General Issues

1. **Town Hall Storage -clearing space for new staging-** TH said that there is now a lot of space.

2. **Back Wall Painting Options** – KT to report at the next meeting.

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. A meeting will take place on Monday 4<sup>th</sup> April at 2pm at TJ's house.

5. **Discussion on creation of a Bar area-** MY is looking into this.

6. **Energy saving ideas for Town Hall-** TH said that this has now become more important due to WPC Climate Action Plan which is to make WPC's building WPC carbon neutral by 2025. TH has therefore been looking into secondary glazing and had some examples of designs and approximate costs. By installing this heat loss could be reduced by 80%. TH to speak to the Conservation Officer. This to be an agenda item for the next meeting.

7. **Monthly Entertainment Evenings** – It was noted would be good to hold events again.

8. **New Activities** – ideas wanted for groups – TH said that we did have Chess but they have now moved to the West Room. But he thinks Bridge might work in this location.

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9. **Damp around chimney of Town Hall Roof (inspection)**- MY said that Jon Lorimer will be back in the country soon and he will ask him if his drone could be used for this.
10. **Damage to window on the top floor** – MY is investigating this and will hopefully bring some recommendations to the next meeting.

## 09/22 Financial Issues

### 1. **Budget Update 2021/22** – This is shown below

<b>TOWN HALL ACCOUNTS 2021/22</b>					
	<b>Budget 21/22</b>	<b>Actual to 28/1/2022</b>	<b>Variance</b>	<b>Variance %</b>	
<b>Expenditure</b>					
Caretaker services	£ 4,330.00	£ -	-£ 4,330.00	-100%	
Town Hall Open/Close	£ 849.00	£ -	-£ 849.00	-100%	
Water Supply	£ 240.00	£ 54.81	-£ 185.19	-77%	
Electricity	£ 1,800.00	£ 5,419.86	£ 3,619.86	201%	
Gas	£ 500.00	£ 460.84	-£ 39.16	-8%	Cost of meter removal
Running Costs	£ 600.00	£ 341.98	-£ 258.02	-43%	
Maintenance of Town Hall	£ 2,000.00	£ 110.00	-£ 1,890.00	-95%	
Planned maintenance sink fund	£ 2,000.00	£ -	-£ 2,000.00	-100%	
Insurance	£ 2,487.00	£ 2,511.46	£ 24.46	1%	
Planning Application Fees	£ 400.00	£ -	-£ 400.00	-100%	
Website	£ 100.00	£ -	-£ 100.00	-100%	
Audit	£ 60.00	£ -	-£ 60.00	-100%	
Misc	£ 100.00	£ 109.24	£ 9.24	9%	
<b>TOTAL EXPENDITURE</b>	<b>£ 15,466.00</b>	<b>£ 9,008.19</b>	<b>-£ 6,457.81</b>		
<b>Income</b>					
Rental for Town Hall	£ 7,000.00	£ 5,530.00	-£ 1,470.00	-21%	
Misc income	£ 500.00	£ 10,184.35	£ 9,684.35	1937%	COVID grants
WPC Grant	£ 8,500.00	£ -	-£ 8,500.00	-100%	
Sinking Fund Income	£ -	£ -	£ -		
<b>TOTAL INCOME</b>	<b>£ 16,000.00</b>	<b>£ 15,714.35</b>	<b>-£ 285.65</b>	<b>-2%</b>	
	£ -				
<b>INCOME MINUS EXP</b>	<b>£ 534.00</b>	<b>£ 6,706.16</b>	<b>£ 6,172.16</b>		
<b>Total Bank Balance 29/1/22</b>					
<b>Accounted by :</b>					
General Reserves	£31,341.70				
Sinking Fund	£15,800.00				
<b>Total</b>	<b>£47,141.70</b>				

MY asked what the gas bills were before the electricity boiler was installed. KT to send him this information.

### 2. **Internal Audit** – attached to the agenda. This was agreed

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3. **Charity Commission website** – KT has put the relevant information on this. This was noted.

10/22 Correspondence

There was no correspondence for discussion

11/22 Any Other Business

**Banner for Orange Bakery** - This is to advertise their first Sunday bacon rolls and drinks events in the Undercroft and for which they pay a fee. KT to speak to them to ensure the banner is not up for more than a few days.

**Easter Flowers around the Town Hall** – It was agreed that the WI can put up their flower for this event.

12/22 Next Meeting Date: Thursday 5<sup>th</sup> May 2022

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.29**