



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 1st July 2021 at 7pm via Zoom.

Present:

WPC Trustees: Tim Horton (TH)
Matt Reid (MR)
Terry Jackson (TJ)

Secretary Kristina Tynan (KT)

29/21 Apologies

Ian Hill, Mike Young, Alison Morgans, Bob West

30/21 Chairman's Remarks

TH said that there has been some progress on issues.

31/21 Declarations of interest

There were none notified.

32/21 Minutes of 13th May 2021 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.

33/21 Matters Arising

CO2 Monitors (Minute 27/21 refers) – After discussion it was

Resolved: o purchase one of these for the Town at a cost less than £30. It was agreed to site it on the microphone cupboard in the main hall.

34/21 Town Hall Works

1. **Stairlift and Disabled Access and Toilet application** – TH reported that he has tried to get Building Control to have a site visit but has been unable to do. He will chase them up. It was noted that once they have visited the Conservation Officer will need to have a look at this also.
2. **Brickwork Issues** – TH had resent out both quotes that had been received. TH stated that their work can be seen on a building in Church Street and it is of excellent quality. A precise plan will need to be sent to SODC
After discussion it was:
Resolved: That we endorse our previous agreement to commission CTR for these works.

35/21 Maintenance Issues

1. **Gas Meter** – This will be removed by SSE on the 6/7/2021.



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2. **Cleaner for Town Hall** – TH and KT had met with a local cleaning company on site to discuss a cleaning regime. A quote has now been sent of £40ph and it was thought that this was too high. TH will continue to investigate this. MR suggested at looking at the check a trade website.

3. **Kitchen Cupboards** – Repainting of these. As the whole kitchen is being looked at with regard to a fridge etc it was agreed to discuss this at the appropriate time.

36/21 General Issues

1. **Town Hall Storage** -clearing space for new staging- TH has removed a lot of items. There will be sale soon on the remaining Watlington Players costumes. There are still some other items that need to be removed.

2. **Risk Assessment** – As IH was not present this was deferred.

3. **Back Wall Painting Options** – a paint chart had been sent by email.

Resolved: That the colour choice be delegated to TJ and KT.

4. **New Lighting** - -There is a new electrical consolidated quote and plan from Ben Quarman. TH said that he asked that where possible the original light switches to remain.

Resolved: That this work is now commissioned.

5. **Glass to Town Hall** – A group has been set up to investigate this and TH will arrange for a meeting to take place to discuss this. MR stated that there are a lot of old buildings that have been glassed in and it can work very well. TH said he has had a chat regarding this with Rhian Woods and asked that she also be invited to the meeting. She had advised that the first thing to do would be to put in a pre-app. It was also agreed to invite Lorraine Daniels from the Business Association to attend.

[The group: TH, TJ and MY]

6. **Discussion on creation of a Bar area and Kitchen Area** – TH said that he has had some initial discussion with Mike Young regarding this and he has a contact who could have a look at this area and would come up with suggestions. TH said he will liaise with MY and encourage him to take this forward and come up with ideas to upgrade this area.

7. **Potential Opening up of Town Hall** – A Covid 19 Risk Assessment has been done. It was agreed that no large booking be taken before September 2021.

8. **Rental Agreement update** – This has been agreed and a clause inserted about the town hall being plastic free.

9. **Energy saving ideas for Town Hall** – Awaiting report from Kate Brown – TH said that he has spoken to Kate Brown and one suggestion is to have internal shuttering in the windows of the main hall and he has had some information discussion on this. This issue of whether to have curtains as well was also discussed and it was agreed to return this matter once we have the report.



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10. **Monthly Entertainment Evenings** – TJ to pursue with Mo setting up regular board game evenings. KT will liaise with Mo. KT will also speak to the String Quartet about having a music evening.
11. **New Activities** – ideas wanted for groups. MR to contact Club Scientifique.
12. **Drone to inspect the Town Hall Roof** – Agreed to defer to the next meeting.
13. **Damage to window on the top floor** – MY has obtained one quote and is looking into getting another one and other alternatives for repair.
14. **Publicity and Promotion of Town Hall** – This will be done at the appropriate time. MR had sent though some 3D imaging and it was agreed that this would be great to have this done for the Town Hall. MR has negotiated that this will be done at no cost to the Trust by Grant Naber who owns a matter port camera and he would be happy to create one for the Town Hall as long as he can publicise the fact he did it for us on the Watlington Town Facebook page. We could have the scan link living permanently on the Town Hall website. The Town Hall attic will need to be clear before this is done.
- 37/21 Financial Issues
1. **Budget Update 2021/22** – RG had sent this to all members and is shown at the end of these minutes. The balance of account at 27/5/2021 was noted.
 2. **Barclays Bank Account** – KT to investigate other accounts for Charities for the next meeting.
 3. **Internal Audit 2020/21** – This is in hand.
- 38/21 Correspondence
There was no correspondence that needed discussion.
- 39/21 Any Other Business
- Brass Plaque on left hand side of main door** – TH reported that this needs to be replaced as the wording is very worn. KT to order one with the same wording.
- Items for the Display Cabinet** – TJ has some items and she will pass to KT to put in the cabinet.
- 40/21 Next Meeting Date: Thursday 7th October

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.33PM

PTO for Budget and Bank Account Balance



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TOWN HALL ACCOUNTS 2021/22					
	Budget 21/22	Actual to 27/5/21	Variance	Variance %	
Expenditure					
Caretaker services	£ 4,330.00	£ -	-£ 4,330.00	-100%	
Town Hall Open/Close	£ 849.00	£ -	-£ 849.00	-100%	
Water Supply	£ 240.00	£ -	-£ 240.00	-100%	
Electricity	£ 1,800.00	£ 93.86	-£ 1,706.14	-95%	Estimate
Gas	£ 500.00	£ 1.44	-£ 498.56	-100%	Cost of meter removal
Running Costs	£ 600.00	£ -	-£ 600.00	-100%	
Maintenance of Town Hall	£ 2,000.00	£ 40.00	-£ 1,960.00	-98%	
Planned maintenance sink fund	£ 2,000.00	£ -	-£ 2,000.00	-100%	
Insurance	£ 2,487.00	£ -	-£ 2,487.00	-100%	
Planning Application Fees	£ 400.00	£ -	-£ 400.00	-100%	
Website	£ 100.00	£ -	-£ 100.00	-100%	
Audit	£ 60.00	£ -	-£ 60.00	-100%	
Misc	£ 100.00	£ 14.80	-£ 85.20	-85%	
TOTAL EXPENDITURE	£ 15,466.00	£ 150.10	-£ 15,315.90		
Income					
Rental for Town Hall	£ 7,000.00	£ 670.00	-£ 6,330.00	-90%	
Misc income	£ 500.00	£ 9,791.56	£ 9,291.56	1858%	COVID grants
WPC Grant	£ 8,500.00	£ -	-£ 8,500.00	-100%	
Sinking Fund Income	£ -	£ -	£ -		
TOTAL INCOME	£ 16,000.00	£ 10,461.56	-£ 5,538.44	-35%	
	£ -				
INCOME MINUS EXP	£ 534.00	£ 10,311.46	£ 9,777.46		
Total Bank Balance 29/1/21					
Accounted by :					
General Reserves	£34,947.00				
Sinking Fund	£15,800.00				
Total	£50,747.00				