

# 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 28<sup>th</sup> October 2021 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)

- 41/21 Apologies  
Terry Jackson, Matt Reid
- 42/21 Chairman's Remarks  
TH said that there has been more progress to report since the last meeting.
- 43/21 Declarations of interest  
There were none notified.
- 44/21 Minutes of 1<sup>st</sup> July 2021 to be signed as a correct record of this meeting
- 45/21 Matters Arising  
**Brass Plaque replacement** - KT will order a replacement plaque.  
**Gas Meter** – This has now been removed.  
**C02 Monitor** – KT still needs to order this.
- 46/21 Town Hall Works  
**1. Stairlift and Disabled Access and Toilet application** –No update.2.  
**2. Brickwork Issues** – TH said that that we had agreed last Spring that we should accept CTR Brickwork with the successful tender for this work, subject to SODC/HE approval) .We cannot proceed on this matter without detailed consent from SODC Conservation (and possibly Historic England) which would involve discussion over brick types etc.. Despite emails and calls, CTR simply failed to respond and we believe that they are no longer trading. We will therefore need to get new quotes. We do have one in already from Colin King. TH has looked at 'My Builder' site, and he has some interested in tendering for this work and will also need to include a photographic record of work to be done. We have one quote in which has been circulated to members from Payne and Lyttle who are based in Henley. It was

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noted that the cost was in the same region as the CTR quote. More quotes will be coming in.

It was noted that Bob has cleared the weeds around the Town Hall but these need to have some professional work done to them and it was agreed that this be part of the brickwork quotation.

**Resolved:** That we have a zoom meeting to discuss the quotations received and to make a decision on the appointment of a contractor. – Date will be sent out by TH.

## 47/21 Maintenance Issues

1. **Cleaner for Town Hall** – We have now got a cleaner to do the deep clean and she will work two hours every other week. It was noted that she is on a 3-month trial.

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

**Resolved:** That these be painted a grey colour (AM and KT to agree on this). It was agreed that we see if Bob could do the painting.

## 48/21 General Issues

1. **Town Hall Storage** -clearing space for new staging- TH had removed 15 bags of rubbish from this area and Denise Allnut has sorted out the Watlington Players costumes. There is still a large amount of items to be removed. It was agreed that some items could be put on the Watlington Waste not Want not Facebook page. We did have a valuer come to check on items and they are of no value.

**Resolved:** That we ask John Evans to remove the unwanted items up to a cost of £150. KT will contact him for a quote. TH will be there to help organise the removal.

2. **Risk Assessment** – IH has reviewed this and a Covid Risk Assessment is an addendum to this.

**Resolved:** That the Risk Assessment 2021 be agreed.

3. **Back Wall Painting Options** – KT and TH need to confirm whether painting this wall was part of the original quotation. TJ and KT have chosen the paint colour.

4. **New Lighting** - -There is an updated electrical quote and plan – After discussion it was:

**Resolved:** That we accept the quotation from Ben Quarman Electrical Ltd at a cost of £5,491.31

TH will send the scheme to SODC for approval.

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5. **Glass to Town Hall** – A group has been set up to investigate this but has not yet met. MY reported that he has seen some very good examples of glass being used in old building.  
**Resolved:** That the group meet up in the New Year to discuss this.
6. **Discussion on creation of a Bar area** – MY has been looking into some options – Deferred to the next meeting.
7. **Energy saving ideas for Town Hall** –Kate Brown will not report as images not good enough- TH reported that he had a conversation with KB and the heat loss is from the window and not the floor or the roof. Options to consider are wood shuttering, interlined blinds. Members to bring ideas and approximate costings to the next meeting.
8. **Monthly Entertainment Evenings**- Ideas and people to run them needed.
9. **New Activities** – ideas wanted for groups Mo Percival had started a board game evening, but this has not been held recently. KT to contact her to find out if there is an issue.
10. **Drone to inspect the Town Hall Roof** – MY is arranging for Jon Lorimer to do this. It was noted that there may be a small change. It was noted that this will also show whether there is any moss on the roof.
11. **Damage to window on the top floor** – MY has been looking into the best way of getting the window out so he can repair it. It was noted that if we will be having scaffold up when the brick work is being done around April 2022 it could be used to get the window out.
12. **Publicity and Promotion of Town Hall** – It was agreed that this be done once the new lighting scheme has been completed.
13. **Art** - It was noted the committee had given permission for the 'From The Ground Up: 20 Stories of Climate Action' to be exhibited in the upstairs room at the Town Hall in the last two weeks of November.

There was discussion about Art Weeks events which the Trust has given free previously and thought there should some charge levied and KT will have a conversation with the Art Group.

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This was agreed and is shown below:

<b>TOWN HALL ACCOUNTS 2021/22</b>			
		<b>Budget 21/22</b>	<b>Actual to 27/9/21</b>
<b>Expenditure</b>			
Caretaker services	£	4,330.00	£ -
Town Hall Open/Close	£	849.00	£ -
Water Supply	£	240.00	£ 4.82
Electricity	£	1,800.00	£ 3,489.62
Gas	£	500.00	£ 460.84
Running Costs	£	600.00	£ 160.00
Maintenance of Town Hall	£	2,000.00	£ 110.00
Planned maintenance sink fund	£	2,000.00	£ -
Insurance	£	2,487.00	£ -
Planning Application Fees	£	400.00	£ -
Website	£	100.00	£ -
Audit	£	60.00	£ -
Misc	£	100.00	£ 45.84
<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>15,466.00</b>	<b>£ 4,271.12</b>
<b>Income</b>			
Rental for Town Hall	£	7,000.00	£ 3,170.00
Misc income	£	500.00	£ 9,812.68
WPC Grant	£	8,500.00	£ -
Sinking Fund Income	£	-	£ -
<b>TOTAL INCOME</b>	<b>£</b>	<b>16,000.00</b>	<b>£ 12,982.68</b>
	£	-	£ -
<b>INCOME MINUS EXP</b>	<b>£</b>	<b>534.00</b>	<b>£ 8,711.56</b>
<b>Total Bank Balance 29/1/21</b>			
<b>Accounted by :</b>			
General Reserves		£33,347.10	
Sinking Fund		£15,800.00	
<b>Total</b>		<b>£49,147.10</b>	

**Discussion on Budget 2022/23-** There was much discussion on this, and it was: **Resolved:** That we ask Watlington Parish Council for a grant of £8500 the same as last year and let them know about the works that we will be progressing. The Chair will send a note on this to the Finance Committee.

**Barclays Bank Account** – The Town Trust Account remains with Barclays.

**Internal Audit 2020/21-** This is in the process of being done by Denise Allnut.

50/21 Correspondence

There was no correspondence that needed discussion.

51/21 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45PM**