
Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Thursday 13th May 2021 at 7pm via Zoom.

Present:

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

Co-opted: Mike Young (MY), Alison Morgans (AM)

Secretary Kristina Tynan (KT)

12/21 Election of Chairman

Matt Reid nominated Tim Horton and Mike Young seconded. There were no other nominations.

Resolved: That Tim Horton be elected as Chairman.

13/21 Election of Vice-Chairman

Tim Horton nominated Terry Jackson and Alison Morgans seconded. There were no other nominations.

Resolved: That Terry Jackson be elected as Vice- Chairman.

14/21 Co-option onto Committee

Resolved: That Mike Young and Alison Morgans be co-opted onto the Trust Body and Bob West be co-opted as an Advisor to the Trust.

15/21 Apologies

Ian Hill.

16/21 Chairman's Remarks

TH said that it has been quite hard to get technical people out to give quotes etc due to the lockdowns, but this is now happening. However now things can move on in terms of the stairlift etc.

17/21 Declarations of interest

There were none notified.

18/21 Minutes of 25th February 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.

19/21 Matters Arising

SODC Building Control – TH reported that there has been no response as yet on the building control matters. They need to attend site but are overwhelmed at present, but TH will keep pressing for this visit.

20/21 Town Hall Works

1. Stairlift and Disabled Access and Toilet application – TH.

2. Brickwork Issues – TH said that we now have two quotes in for this work. TH will send both quotes out to the committee. Works could commence in September and it would be conditional on the acceptance of a quotation.

Resolved: That after the emails have been sent the contractor will be agreed by email. We would also need to send a brick sample to SODC for approval.

22/21 Maintenance Issues

1. Gas Meter - RG has arranged for the gas meter to be taken out. We have not yet got a date. KT to chase up.

2. Cleaner for Town Hall – TH has been in contact with a prestigious cleaner and it was agreed that TH and KT meet with him to discuss the requirements for a deep clean of the town hall every fortnight. TH had sent him the list of cleaning tasks for the Town Hall. It was agreed that a trial of 3-4 months be agreed initially if the quotation was acceptable. It was agreed to ask that he uses 'green' products.

3. Kitchen Cupboards – Repainting – It was noted that these cupboards would benefit from this. To get some quotes from a local painter/decorator. MR to see if he could get someone to do a 3D image of the kitchen to look at options for a future reconfiguration. TH said that he thought a fridge should be installed.

23/21 General Issues

1. Town Hall Storage -clearing space for new staging- TH said that the Watlington Players have almost cleared out this area. He and KT will meet to discuss which other items can be removed and TH has sorted out a lot of the Council papers relating to the 1990's. The Phoenix Players have allocated £1000 for new staging which will be stored in the clock tower. TH said that there is an interesting map of the 1930's street lighting map of Watlington. MR said that this should be digitalised.

2. Risk Assessment – IH to do this for the next meeting

3. Back Wall Painting Options – deferred to the next meeting. KT to send out paint chart.

4. New Lighting - -There is a new electrical quote and plan. We now have two quotations. TH to send the cabling plan to SODC. TH said that there will be more plug points as part of this scheme.

5. Glass to Town Hall – A group has been set up to investigate this. TH will arrange a meeting to take place shortly. This could potentially be a CIL project.

6. Market Stalls – TH reported that we have set a new price and contract for the Undercroft Fruit and Veg.

7. Discussion on creation of a bar area – Deferred to the next meeting

8. Potential Opening up of Town Hall – A Covid 19 Risk Assessment has been done. Art Weeks will be using the Town Hall from the 15th May for a week with Covid precautions in place. The Town Hall is one of several art hubs in the Town.

9. Rental Agreement update – TH has put in a new clause re town hall being plastic free. TH to send final version to KT. TJ said that Watlington has not got plastic free accreditation from Surfers against Sewerage.

10. Energy saving ideas for Town Hall – Awaiting report from Kate Brown. TH will contact her. However, one of her suggestions was to put shuttering up in front of the windows.

11. Monthly Entertainment Evenings – TH stated that his ambition would be to have a social event every month. He thought Bridge would work well, TJ suggested a board game event. It was suggested that we set up a Town Hall Facebook page so events could be publicised more widely. TH said we had ordered 6 card table and we may need to order more. These will make it more flexible for hirers rather than having to use the heavy tables.

12. New Activities – ideas wanted for groups – MR still needs to contact Club Scientifique.

13. Drone to inspect the Town Hall Roof – TH said that the area is dry now but does not if the problem is a roof tile or the flashing or maybe that there was just so much rain. It was noted that the person with a licensed drone will be back in Watlington in July. It was also suggested that when the brickwork is done and if there is scaffolding up this would be a good time to look at the roof.

14. Damage to window on top floor – MY has met with Graham Bratt and he will be sending in a quote for repair. MY said that you can see daylight between the frame and the glass, and the bars have not been wired on.

14. Publicity and Promotion of Town Hall – A relaunch of the Town Hall needs to be organised.

24/21 Financial Issues

TH reported that we have been lucky to get Covid 19 grants for the pandemic which has been very useful and thanked Kristina and Rachel for applying for these.

25/21 Final Budget Update 2020/21

This was on the Annual Report and is shown at the end of these minutes.

26/21 Correspondence

- 1. WI** -changing their venue from the town hall due to no stairlift –**TH said that this was sad news.**
- 2. SODC** – Discretionary rate relief for Town Hall – **This was noted.**

27/21 Any Other Business

Air Filters for Town Hall – MR is looking into these for the Town Hall and will get some costings.

28/21 Next Meeting Date: Thursday 1st July – Town Hall at 8pm

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.40PM

	Budget 20/21	Actual to Year End
Expenditure		
Caretaker services	£ 4,330.00	£ 4,330.00
Town Hall Open/Close	£ 849.00	£ 849.00
Water Supply	£ 240.00	£ 172.50
Electricity	£ 150.00	£ 2,405.63
Gas + Boiler Service	£ 1,700.00	£ 387.77
Running Costs	£ 600.00	£ 2,696.72
Maintenance of Town Hall	£ 2,000.00	£ 1,342.00
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	£ 60.00	£ -
Misc	£ 146.38	£ 993.92
TOTAL EXPENDITURE	£ 14,590.38	£ 13,177.54
Income		
Rental for Town Hall	£ 6,822.00	£ 6,107.00
Misc income	£ 229.00	£ 10,229.99
WPC Grant	£ 8,000.00	£ 8,000.00
Sinking Fund Income	£ -	£ -
TOTAL INCOME	£ 15,051.00	£ 24,336.99
	£ -	
INCOME MINUS EXP	£ 460.62	£ 11,159.45
Total Bank Balance 29/1/21		
Accounted by :		
General Reserves	£24,595.54	
Sinking Fund	£15,800.00	
Total	£40,395.54	