



Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Thursday 18th May 2023 at 8.15pm in the Town Hall

Present:

WPC Trustees: Tim Horton (TH)
Ian Hill (IH)
Denise Mallon (DM)
Leo Pesci (LP)

Co-opted Trustee: Mike Young (MY)
Mike Staples (MS)

Secretary Jo Pugh (JP)

01/23 Election of Chair

Ian Hill proposed Tim Horton and Mike Staples seconded. There were no other nominations. Tim Horton proposed that the committee elect a Vice-Chair and proposed Ian Hill, Leo Pesci seconded. There were no other nominations.

Tim Horton nominated two co-optees; Mike Young and Mike Staples. Ian Hill seconded both co-optees.

Resolved: That Tim Horton is elected Chair. Ian Hill, Vice-Chair and Mike Young and Mike Staples co-opted Trustee members.

02/23 Apologies

There were none

03/23 Chairman's Remarks

The new members were welcomed and everyone present was invited to introduce themselves.

The Chair reported that Angela Clarke had been approached by a potential buyer for her green grocery business. Following a discussion regarding the existing hire agreement, Members agreed that TH and MS would represent the Town Hall Charity Trust Body at a meeting with Angela Clarke and the potential buyer.

04/23 Declarations of Interest

There were none

05/23 Minutes of 6th October 2022 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 Chair.

06/23 Matters Arising

There were none

07/23 Town Hall Works

1. Stairlift and Disabled Access and Toilet application.

TH reported that SODC had provided an appraisal of the pre-application for the stairlift and will need detailed information regarding the proposed fixings and how deep they will need to be to bear the load of the stairlift. TH suggested that as a joint planning application had previously been refused that the applications be submitted separately.

RESOLVED: TH and MY to submit an application for the stairlift only and a separate application be submitted for the toilet.



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2. Brickwork Issues – This has been commissioned.

Albert Payne was due to start work on 22nd May, however due to the weather will now start 1st week in June.

3. Paviour work - This has been completed.

Albert Payne will check the paviments when he comes to do the brickwork.

08/23 Maintenance Issues

1. Kitchen Cupboards – Repainting of these

TH said that the kitchen is looking a bit drab - it was agreed that three suppliers will be invited to quote to re-paint the kitchen and the bench area under the Town Hall.

09/23 General Issues

1. Tubs around the Town Hall – Discussion

TH said that the shrubs and flowers in the five tubs that were put in for Watlington in Bloom, have suffered during Terry Jackson's absence. He asked members if it would be acceptable for Dan Hendy to water the tubs in the very dry weather and a £200 ex-gratia payment be made. TJ had confirmed that she would be happy for THT to take over responsibility for the tubs. Members agreed unanimously.

2. Bench Area under Town Hall – Discussion

Item discussed in 08/23 above.

3. Town Hall Storage - clearing space for new staging- This has been done.

The space has been cleared.

4. Back Wall Painting Options – KT and AM have chosen colour.

Item was not discussed.

5. New Lighting Scheme – Update

The third planning application is being prepared.

6. Glass to Town Hall – A group has been set up to look into this – update

Defer until other projects have been completed. Leave on the agenda

7. Discussion on creation of a Bar area – MY to report

Defer until other projects have been completed. Leave on the agenda.

8. Energy saving ideas for Town Hall – Please see attached report from Energy Solutions Oxfordshire for recommendations on carbon reduction for the Town Hall

TH reported that the Planning Officer at SODC has confirmed that installation of secondary glazing can go ahead without listed building consent. Black Knight have agreed to honour their original quote c£10.5k but will review prices in July (expect an increase of 7-10%). The Capital Grant Scheme doesn't open until September. TH suggested THT apply for £2k from Cllr Freddie van Mierlo's Councillor Priority Fund and a further £2k from the Doris Field Trust – if successful, it would cost the THT c£6k. In principle, members supported the suggestion, and all agreed to book Black Knight. TH said that if the grant applications were unsuccessful, there will be money from SODC (probably next Spring).

9. Monthly Entertainment Evenings/New Activities

TH reported that there has been an increase in the number of bookings compared to last year. Defer to next agenda.



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10. Damp around chimney of Town Hall Roof (inspection) - Drone inspection has been done. A drone inspection had been carried out by Jon Lorrimer. There didn't appear to be any problems, however the images need to be interpreted – Bob West is hoping to come to the next meeting.

11. Damage to window on the top floor – MY
MY said he is hoping to be able to use Albert Payne's tower to repair the window. TH said that MY's help with the windows is greatly appreciated. Members gave consent for MY to carry out any repair work in conjunction with Albert doing the brickwork.

12. Glazing of windows
Discussed in 08/23

10/23 Financial Issues

1. Budget Update 2022/23 – Update will be emailed.

Report given that at APM. There is a sinking fund in place for substantial issues such as re-tiling the roof. General Reserves are good. TH thanked Kristina Tynan and Rachel Gill at the Parish Office for their work.

TOWN HALL ACCOUNTS 2022/23

	Budget 2022/3		Actual to 31/3/23		
Expenditure					
Caretaker services	£	4,330.00	£	2,863.00	Agreed reduction
Water Supply	£	250.00	£	214.60	
Electricity	£	5,800.00	£	3,978.19	Electricity has a credit for £963 against this.
Gas	£	-			
Running Costs	£	600.00	£	772.28	Cleaning
Maintenance of Town Hall	£	22,500.00	£	5,649.08	
Planned maintenance sink fund	£	-			
Insurance	£	2,511.46	£	2,633.28	
Planning Application Fees	£	400.00			
Improvements	£	100.00	£	1,000.00	Acorn Stair lift survey
Audit	£	60.00			
Misc	£	500.00	£	443.54	Bank Charges
TOTAL EXPENDITURE	£	37,051.46	£	17,553.97	
					£ 850.92
					£ 489.22
					£ 1,340.14
Income					
Rental for Town Hall	£	7,500.00	£	8,093.50	
Misc income	£	500.00	£	2.34	
WPC Grant	£	8,200.00	£	6,500.00	Agreed reduction
Sinking Fund Income	£	-			
TOTAL INCOME	£	16,200.00	£	14,595.84	
	£	-			
INCOME MINUS EXP	-£	20,851.46	-£	2,958.13	

Total Bank Balance 31/03/23

Accounted by :

General Reserves	£30,902.88
Sinking Fund	£15,800.00
Total	£46,702.88

11/23 Correspondence

None

12/23 Any Other Business



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Broadband - TH had met with AirBand. Wires could come into the top of the building, however the preference would be to install underground. It may be possible to run the cables beneath Couching Street and up into the old shuttering for the clock mechanism. Inside the building, a small box could be sited below the loop system, so there would be virtually no impact in terms of wires. If Airband can carry out the work, OCC would 100% fund the work (est. cost £5k). Airband would commission the work to take place out of office hours so would not need a major road closure for the road to be dug up. There would be a contractual agreement between THT and OCC. There would be no cost to establish connectivity and there is a possibility that there would be no costs on a permanent basis. Having broadband would allow greater control over the heating and makes the hall more desirable as a venue. TH to keep members informed.

13/23 Next Meeting Date – Scheduled Wednesday 26th July
MY suggested meetings start at 7pm in the future

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 22:30 PM