

Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Tuesday 23rd August 2023 at 7.00pm in the Town Hall

Present:

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

Co-opted Trustee: Mike Young (MY)
Mike Staples (MS) – arrived at 8pm

Secretary Jo Pugh (JP)

1. Apologies
Leo Pesci (LP) is unwell and unable to attend. IH did not attend as was attending a meeting with WBA.
2. Declarations of interest
There were none
3. Minutes of 18th May 2023 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.
4. Matters Arising
The meeting date was re-arranged from 26th July as some members would have been unable to attend.
5. Town Hall Works
 - a) Stairlift and Disabled Access and Toilet application – MY/MS
TH/MY will meet to check over the planning application.
 - b) Brickwork Issues – This has been completed.
TH remarked that the re-pointing has enhanced the appearance of the building and members of the public have remarked that it looks cared for. Members agreed to adopt a rolling scheme for maintenance to the brickwork, commencing early 2025. **TH** to inform Payne & Little.
6. Maintenance Issues
Kitchen Cupboards – TH has requested three quotes for re-painting the kitchen and bench area.
Members discussed options for incorporating a fridge and freezer within general kitchen area. **DM** will contact Wickes Kitchens to request a free design appointment. TM circulated a quote from Classic Joinery to supply and fit a fold down worktop.
7. General Issues
 - a) Back Wall Painting Options – KT and AM have chosen colour.
Item deferred to the next meeting.

- b) New Lighting Scheme – TH.
TH/MY meeting to review and finalise the application.
- c) Secondary Glazing / Energy saving – TH.
TH has emailed FvM to request funding towards the c£9k cost for the secondary glazing - awaiting a response. Members agreed for **TH** to contact The Funded Team to enquire about possible funding.
- d) Monthly Entertainment Evenings/New Activities
Following a discussion, DM put herself forward as project manager, to organise Town Hall events, booking and liaison with entertainment/artists at the venue. TH and his wife have kindly donated two staging blocks. The staging was paid for using funds raised from TH's recent talk on street naming in Watlington.
- e) Damp around chimney of Town Hall Roof (drone inspection)
The drone inspection showed that one or two slates have slipped into the gutter on the roof. **JP** to check insurance policy **MY/MS/JP** get quotes to clear gutters and downpipes.
- f) Damage to window on the top floor – MY
MY/MS Explore the possibility of a cherry picker being used to take out the top window - may be possible to do in conjunction with gutter clearance.
- g) Broadband – TH
Members agreed that **TH** will speak to OCC to find out more about the Airband scheme; where it has been rolled out; is there a tie-in with Airband following connection (TH has requested three years free service); and the connection to the Town Hall.
Members agreed to the Airband plan as shown in the visual reviewed at the meeting and to proceed with Airband as part of the county scheme.
- h) Insurance Renewal – see attached – Discussion
Members reviewed the Policy Schedule from Nicky Barley (The Undercroft Market) agreed the Public Liability cover was adequate. Members agreed that no amendments are necessary to the current the Town Hall Insurance policy. **JP** to check Parish Council insurance cover for hiring the Town Hall. Members were asked to circulate any concerns to Jo or Rachel.
- i) Heating Controls - LP
Item to be discussed at next meeting.

8. Financial Issues

- a) Budget Update 2022/23
Some figures were queried. **JP** to update budget, re-circulate and advise the period that the electricity bill covers.
- b) Grants to support the heritage sector in its continued recovery from the continuing impact of the COVID-19 pandemic and through the cost of living crisis across the UK
Item not discussed.

9. Correspondence

TH reported that Nicky Barley (NB) had extended the range, and informal reports are that are that people are very impressed with the takeover. NB would like to replace the tables with a counter – a set of conditions is to be drawn up by **TH**. A draft Interim

Letter of Agreement for The Undercroft Market was circulated, following a discussion **TH** will revise the draft and circulate. TH to obtain costs from Neil Campbell to install an electricity meter.

10. Any Other Business

There are c40 good chairs, old chairs have been disposed of. **TH** to email members with a proposal for purchasing 10-15 fold up chairs.

The Town Hall Trust Body has been paying the electricity costs for the Air Quality Box located in the attic for 12 years – TH has written to SODC asking for a contribution and will send a further email. Members were happy for the knitted poppies to commemorate Armistice to be installed around the outside of the town hall again this year. Dan Hendy to look at the curtain pole with a view to getting it fixed.

11. Next Meeting Date: Scheduled : Wednesday 1st November 2023

Projects put on hold.

1. Glass to Town Hall
2. Creation of a Bar area

Circulation List: Trust Body Membership:

Tim Horton, Ian Hill, , Denise Mallon, Leo Pesci, Mike Young, Mike Staples, Bob West (Technical Advisor).

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 21:40 PM