

Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Wednesday 1st November 2023 at 7.00pm in the Fat Fox

Present:

WPC Trustees: Tim Horton (TH)
Leo Pesci (LP)
Denise Mallon (DM) (arrived at 7.30pm)

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

Secretary Jo Pugh (JP)

1. Apologies

Ian Hill was unable to attend

2. Declarations of interest

There were one.

3. Minutes of 23rd August 2023 to be signed as a correct record of this meeting.

4. Matters Arising

TH proposed that a trolley be purchased to store up to 70 chairs and 15 folding chairs. The Committee agreed to purchase 15 x chairs at £16.20 = £243.00 and the Trolley at £338.00.

Action: TH to liaise with Parish Office

5. Town Hall Projects

a. Stairlift and Disabled Access and Toilet application – MY/TH

Toilet: The Committee agreed to remove the toilet from the Stairlift and Disabled Access Planning Application. **Action:** MY to obtain costs to install the w/c; replace or cover the tiles on flank wall; build a wooden storage cupboard under the stairs; painting and decorating and replacing the lock on the existing door.

Stairlift and Disabled Access: MS reported that attaching the stairlift to the wall would be the option most likely to be approved by the Planning Authority - the option to install onto the staircase would require the bottom stair to be straightened. The plastered wall is still damp and large amount of salt is appearing on the surface, which is slowly damaging the lime plaster. **Action:** MS to seek the professional opinion of two companies about whether the wall is suitable for a stairlift to be fixed to, and whether the plaster should be removed on both sides of the wall (SODC to be advised), the alternative is to maintain the wall as advised by professional tradesman (the wall would need to be re-plastered again in the next 2-5 years).

b. Kitchen Cupboards – Options for re-design of kitchen to incorporate a bench area and fridge/freezer – DM

DM reported that neither Wicks or B&Q were interested in providing a re-design for the kitchen area, so a bespoke solution would be required. MY to show DM the model he made of his suggested design. **Action:** DM to obtain costs for a wooden table top housing a fridge, freezer and some storage. DM liaise with Parish Office regarding painting the kitchen cupboards. DM kindly offered to repair the curtains in the main hall and kitchen area. The Committee thanked DM for all her work.

c. New Electrics Lighting Scheme – update on application TH **Action:** TH & MY to submit planning application.

- d. Secondary Glazing – update on possible funding TH
TH not heard back from Doris Field Charitable Trust regarding the grant application. £2k has been secured from FvM (OCC and SODC - £1k each) towards the c£9k cost.
- e. Broadband – update TH
The cable has been run across the High Street - from the Pharmacy, running up to the casement of the old clock mechanism. The connection into the main hall is scheduled for Monday 6th November. As requested by TH, Airband contractors will return to lower the raised flagstone (trip hazard) and carry out pointing. The committee agreed that the router should be fixed to the wall at a height 'out of reach'. Terry Jackson had secured one year free service, saving c£350. TH is hoping to increase this to two years free service.

6 Maintenance Issues

- f. Gutter Clearing: MY & MS contacted several suppliers and circulated costs. The Committee agreed to use Connexion Exterior Cleaning at a cost of £120.00. The work will take place on 13th November at 08.30am. The Committee thanked MY and MS for looking into this.
- g. Back Wall Painting (interior) – update TH See 5 a. above.
- h. Damp around chimney of Town Hall Roof (inspection) – There are a couple of slipped roof tiles and this may not be due to the damp but to freak weather conditions. The tiles are a maintenance matter not covered by insurance. No action at this time.
- i. Damage to window on top floor – MY TH liaising with Bob West, Technical Adviser regarding the use of a cherry picker for one week to remove the damaged window and re-install. MY has kindly offered to repair the window within the timeframe. The Committee approved expenditure up to £400 to proceed. **Action: TH, MY** to confirm costs, supplier and logistics and to proceed. with liaison with Parish Council office.
- j. Heating Controls – LP
Once the Wi-Fi has been installed this can be progressed. A decision is to be made about who would be responsible for the heating controls and a procedure written.
- k. Gates to Undercroft – There is no key to the side gate to Couching Street. The Committee agreed to change the lock or have a new key made up to a cost of £150. **Action: TH**
- l. Sundial – Should we do anything to this – TH The sundial is 300 years old, it was re-made in the 1970's and is a complete replica of the original. There may be an opportunity to look at the condition of the sundial when the cherry picker is in use (see 6 i.)

7 General Issues

- m. Monthly Entertainment Evenings/New Activities – update DM
Looking at the possibility of holding regular events (arts/culture/history/comedy) to appeal to a broad age range. There will be a meeting on November 20th with DM, TH and other interested people willing to be involved with co-ordinating and staffing future events. How acts would be funded and money taken is to be considered as well as unlocking/locking the Town Hall at each event.
- n. Insurance Renewal – renews 15/11/23 – JP The Committee agreed that the insurance was comprehensive and at an adequate level of cover.
- o. Maypole in Undercroft – Should this be removed? TH reported that the maypole is not physically supporting the Undercroft and suggested it could be moved to create more space in the Undercroft. SODC would need to agree that the maypole is making no contribution to the standing up of the Town Hall. TH suggested that the Maypole is given back to the town and potentially re-sited in the Paddock at a cost c£1,000 + £450 (if needed for SODC assessment) to be split 50/50 between the Parish Council and Town Hall Charity Trust.
Action: JP to ask WPC to consider this suggestion.

8 Financial Issues

- p. Budget Update 2022/23 TH reported that the Trust is in a good financial position. The electricity costs have been very high, however the Parish Council has secured a new contract

which will reduce electricity costs for the year by c60% of the projected cost. **Action: LP** to obtain quote to meter the sockets by w/c 1st Jan 2024.

q. Budget 2024/25 and grant proposal to WPC The Committee agreed to request a grant of £6.5k from the Parish Council. **Action: JP** to advise WPC.

r. Coffee van in Undercroft – TH The Committee agreed that if the van fitted in the Undercroft it has no objection in principle to the coffee van trading from within the Undercroft.

9 Correspondence

There was none.

10 Any Other Business

There was none

11 Next Meeting Date

TBC

Projects on hold

1. Glass to Town Hall

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 21:35 PM