

# Minutes of the Meeting of the Town Hall Charity Trustee Body held on Wednesday 17<sup>th</sup> January 2024 at 7.00pm in the Town Hall

**Present:**

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

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

Before the start of the meeting, MS said that he would be standing down from the Trust Body after this meeting for health reasons. TH thanked him for his contribution to the Trust Body over the past 2 years.

1. Apologies

There were no apologies.

2. Declarations of interest

There were no declarations of interest.

Before starting on the business of the meeting, TH reminded trustees that we needed to have a degree of formality at meetings such as having a formal vote on resolutions on issues that could involve expenditure over £1k or going out to formal tender for commissioning significant work or purchases.

3. Minutes of 1st November 2023

These were signed as a correct record of this meeting after the date had been corrected, and LP had been added to the list of those present at the meeting.

4. Matters Arising

A reported disagreement between users of the Hall, has since been resolved. It was noted that the fire escape is to be always kept clear and is not to be used as an entrance to the function room. The Committee agreed that containers are not to be stored in the Undercroft, however the Undercroft Market may use the downstairs area where the old toilet was for storage until such time that the toilet is reinstated. **Action:** TH to prepare a letter to the Undercroft Market.

It was agreed that the hire rate for the Undercroft Market would be retained at £45 per session for a third year, and the electricity usage would be monitored and reviewed next year. The hire rate for other users of the Hall would be retained at £10 per hour, but the review period for all users should be changed to the financial year.

The vacancy on the Town Hall Charity Trust Body is to be advertised in the Watlington Times.

5. Town Hall Projects

a. Trolley and Chair Storage

The 28 chairs and trolley bundle supplied by furniture@work with dark grey fabric covers at a cost of £1,244.70 was selected as the best choice, and should be ordered. **Action:** TH to liaise with Parish Office.

No action should be taken on additional tables at this stage. It was suggested that four additional square games tables were needed but a decision should be deferred until the next meeting. **Action:** DM to prepare a proposal.

- b. Stairlift and Disabled Access  
There remains some uncertainty about whether the stairlift can be fixed to the wall, and further advice is needed. The wall needs replastering but a decision on this should be deferred until the existing plaster is removed and the condition of the brickwork is revealed. Awaiting quote for removing the plaster and repointing the bricks.
- c. Toilet  
A specification for replacement of the downstairs toilet is still needed. **Action:** MY to liaise with contractors for advice. It was suggested not to aim for a high specification but should use sheet material instead of tiles as a wall finish with non-slip vinyl flooring. Lockable cupboards should be used to protect electrical installations.
- d. Kitchen area  
The cupboards had been delivered. The cost was £230. **Action:** MY to install.
- e. Maypole  
Transfer and erection of the maypole was now waiting a decision from WPC Operations committee. The cost of the work was estimated at £1,350.
- f. Lighting  
The proposed new lighting system was waiting from approval from SODC (MY & TH). It was noted that the curtains should be rehung at the time the lighting was done.
- g. Metering of supply to the undercroft  
LP had proposed a simple system that could monitor this usage using plug in device without any rewiring of the building required. This was agreed as a good approach and should be implemented.
- h. Secondary glazing  
Waiting for approval from SODC. It would be possible to go ahead with getting quotes before this approval was received.  
  
[Post minute note: Confirmation received by Davina Sarac, SODC by email on 2<sup>nd</sup> May 2023.]
- i. Broadband  
Broadband is now live. There was no information on the proposed free period.
- j. Glazing undercroft  
No progress yet. A decision on selection of a suitable project is needed.

## 6 Maintenance Issues

- a. Gutter clearing  
Completed.
- b. Painting interior  
It was agreed that the kitchen cupboards will need repainting once the other work in the kitchen area has been completed.
- c. Damage to top floor window  
This needed to be done. Bob West repair work for about £400 but this would not include removal and replacement of the window. Two sessions with a lifting platform would be needed.

- d. Heating controls  
LP is looking at this. A Hive thermostat could be installed for £238.
- e. Gates to undercroft  
It was noted that they needed repainting.
- f. Sundial  
No action

**7 General**

- a. Monthly entertainment / new activities  
DM is working on this.
- b. Online booking and charging system  
This could be available for about £500 with a £30 monthly charge

[Post Minute Note: There is a booking system in place via the Parish Council]

**8 Financial**

- a. Budget 2024/25  
Noted.
- b. Hire Costs  
This should be reviewed in the future.
- c. Coffee van in the undercroft  
This proposal has been withdrawn as the van is too big to get into undercroft.

**9 Correspondence**

There was none.

**10 Any Other Business**

There was none.

**11 Next Meeting Date**

3 April 2024

**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 21:05 PM**