

# Minutes of the Meeting of the Town Hall Charity Trustee Body held on Wednesday 3<sup>rd</sup> April 2024 at 7.00pm in the Town Hall

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**Present:**

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

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

012/24 Apologies

LP was unable to attend.

013/24 Declarations of Interest

There were none.

014/24 Minutes of 17 January 2024 to be signed as a correct record of this meeting

DM raised concern about the style of the tables – other than that the minutes were agreed to be a true reflection of the meeting.

015/24 Matters Arising

DM reported that having attended a few of the evenings, there is an issue with accessibility and safety with the square tables and also that the existing rectangular tables are very heavy. DM suggested that a combination of round and rectangular tables would work well. Members agreed to purchase 6 x round 5' tables and set a maximum spend of £1,000.00.

016/24 Town Hall Projects

- a. Tables and chairs – discuss and agree - DM

**Action:** JP Chairs and tables to be ordered.

- b. Stairlift and Disabled Access - MY

No update.

- i. Review / accept quote to remove existing plaster and repointing

Following a review of the two quotes that had been obtained. Members agreed to engage the services of Advanced Repointing Ltd to take off render, clean up brick work and rake out joints and repoint at a cost of £5,200.00.

**Action:** Jo to arrange work for August if possible.

- c. Toilet – detailed specification for works - MY

Mike Young proposed using Stokenchurch Builders.

Following a review of the quotes obtained, members agreed to engage the services of Stokenchurch Builders at a cost of £9,700 to convert the existing boiler room into a toilet facility.

**Action:** MY and IH to lead on the project. **Action:** Jo to schedule works from July onwards.

- d. Kitchen Area– update MY/DM

The cupboards have been repaired and painted, a new kitchen movable island has been purchased and a fridge is in situ with a tabletop and two new electric sockets. TH suggested DM look at a flap to cover the fridge. Members were delighted with the result and thanked DM for all her hard work.

e. Maypole – update

The cost to move the Maypole to the Paddock, plus ancillary purchases (Crown and Braiding) is c£1,400. The school is enthusiastic about having a maypole in the town in the lead up to May in their country dance programme – however, they do not want to have it installed in the school. The Parish Council will agree at the next meeting whether to contribute to the relocation. TH has invited the Towsey Morris Dancers, the Community Choir, a Green Man and a Caller for Maypole Dancing the event will be pitched as a Mini Spring Festival. Members agreed that the THCTB would retain responsibility for the maypole.

f. New lighting scheme - update on application - TH

TH proposed go ahead with the lighting scheme and members agreed. The last estimate was c£5,000 for all the works that included all the lighting. **Action:** TH and IH to lead on this **Action:** TH drafting letter for electrician.

g. Secondary Glazing – funding update - TH

The Doris Field Charitable Trust has awarded a grant of £1,000.00. TH has contacted Cllr Freddie van Mierlo (FvM) regarding the application for £2k from his Councillor Community Grant. TH proposed and members agreed that if the grant is received from FvM the works shall proceed.

h. Broadband – update on free period - TH

Two years of free service for Broadband has been agreed by Airband. TH thanked the office for liaising with Airband.

i. Glazing of the Undercroft – possible scheme

TH reported that the proposed glazing was included in the survey (conducted by WPC) asking for preference of CIL money. Although there was a good response from the community, the project did not come out as a front runner. DM suggested the installation of outdoor-café style glass windbreakers and thermal blinds as a solution. **Action:** DM to investigate costs and suitability.

017/24 Maintenance

a. Programme of Maintenance proposal - MY

MY proposed a programme of maintenance be compiled to keep track of maintenance required/completed.

b. Painting (interior) – update DM

No action until other works have completed.

c. Leaded windows – MY/TH

MY reported that the window on the mezzanine floor/stairwell needs immediate attention. There are six broken panes of glass in the disabled toilet window and should remain closed until it has been repaired. All windows must be secured - the window in the attic overlooking the High Street was flapping open recently. MY is unable to commit to carrying out repairs currently.

d. Heating controls - LP

Deferred to next meeting as LP not present.

e. Gates to Undercroft - repainting

TH will carry out the work and complete it by the end of the summer. Some of the paint has bubbled, so will need to be rubbed down. Any help would be welcome.

018/24 General

a. Monthly Entertainment Evenings/New Activities – DM

Events have been planned for the next 6 months almost every fortnight. DM is running a trial Board Games session tomorrow afternoon – the focus is on supporting teenagers. TH thanked DM for her hard work on the events.

b. Town Hall Security

Fire Door – the door is often left open. Members agreed to investigate replacing the crash bar.

Main Entrance door – lock needs to be replaced so there is a lock and a catch.

Keys for next agenda

Action: JP to contact locksmith and arrange to meet with MY.

019/24 Financial

a. To receive Budget Update

Has Nicki Barley – formal letter of confirmation from April to end of March £45 a session, the rules that were set out last year continue to apply. Accepted detailed accounts Income and Expenditure.

b. Budget 2024/25 – to review and accept

General reserves stand at £20,613.79. The Sinking Fund is £15,800 and the Total is £36,413.79. + £6.5k grant. Members agreed to accept the Budget. IH raised a query with the accounts and expenditure. **Action:** Jo to look at accounts, update and re-issue.

020/24 Correspondence

SODC- Section 47 Local Government Finance Act 1988: Discretionary Rate Relief

Doris Field – approved grant application

021/24 Any Other Business

Damage to interior wall – MY to liaise. Any concerns regarding the use of the venue are to be raised with the Parish Office.

Keith Hopkins and Neil Forman have both expressed an interest in the Town Hall Charity Trust Body. Co-option will be an agenda item for the next meeting.

**Action:** JP to Bob West to receive all THCTB agendas and minutes.

022/24 Next Meeting Date:

24<sup>th</sup> July 2024

Meeting Closed: 20:59

**Circulation List: Trust Body Membership:**

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

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 20:59 PM**