

Minutes of the Meeting of the Town Hall Charity Trustee Body held on Wednesday 24th July 2024 at 7.00pm in the Town Hall

Present:

WPC Trustees: Tim Horton (TH) - Chair
Denise Mallon (DM)
Ian Hill (IH)
Sylvia Glover (SG)
Brenda Bradford (BB)

Co-opted Trustee: Mike Young (MY)

023/24 Election of Chair and Vice-Chair

Ian Hill proposed Tim Horton to continue as Chair and Brenda Bradford seconded. There were no other nominations. Tim Horton proposed that the committee elect a Vice-Chair. Mike Young proposed Denise Mallon, Ian Hill seconded. There were no other nominations.

Resolved: That Tim Horton is elected Chair and Denise Mallon, Vice-Chair.

024/24 Co-option of non-Council members

Resolved: Tim Horton nominated two co-optees; Mike Young and Keith Hopkins. Nominations were seconded by Ian Hill and Mike Young respectively.

025/24 Appointment of Technical Advisor

Members agreed to appoint Bob West and Neil Foreman as Technical Advisors – to be welcomed at all meetings (but without voting rights) – and otherwise consulted as required.

026/24 Apologies

Apologies received from Leo Pesci

027/24 Chairman's Remarks

TH reminded members that a commitment has been made towards progressing on the maintenance plan. He also stated that the Events Team have been working very hard. A picture of the King has been hung in the kitchen area, replacing that of the late Queen in Parliament in 1967.

028/24 Declarations of Interest

No interests were declared.

029/24 Minutes of 3rd April 2024 to be signed as a correct record of this meeting

Other than a minor correction – MY was present, Mike Staples was not present. Members accepted the minutes as a true representation of the meeting.

030/24 Matters Arising

None

TH proposed that item, 034/24 Financial be addressed at this point in the meeting. Members agreed.

031/24 Town Hall Projects

a. Tables and chairs – discuss and agree - DM

The five new tables have been taken into the Hall and provide a good match to the 28 new chairs. Members agreed that more chairs will be needed in due course. **Action:** Sort through old chairs, keep the best, and dispose of the rest. The existing tables are for sale on Facebook, but may be given away if there is no interest.

b. Stairlift and Disabled Access - MY

i. Removal of existing plaster and repointing - update

MY sent an acceptance of quote letter to Advanced Repointing UK Ltd. Work will commence in early August. The contractor will work mainly Mondays, Wednesdays and Fridays to minimize the impact on the Undercroft Market. **Action:** MY keep the office up to date on the schedule.

c. Toilet – detailed specification for works - MY

The work on installing the toilet in the floor level space and generally updating is well-underway. **Action:** TH to inspect and sign-off once work is completed.

d. Maypole – update

At the Full Parish Council meeting on 24th April, the proposal to relocate the Maypole from the Undercroft to the Paddock was not agreed. TH suggested exploring alternative sites again and contacting Trustees of the care home as they may welcome it as a facility. **Action:** TH to write to the Trustees of Care home trustees to have the maypole in the grounds.

e. New lighting scheme and electrics update – discuss and agree costs - TH

DM, TH and BB delegated to look at designs of lights. **Action:** TH requesting revised quotes from Ben Quarman Electrical.

f. Secondary Glazing – funding update - TH

The project cost is c£9k. Doris Field Charitable Trust awarded £1k towards the glazing. A grant application has been submitted to Rural England Priority Fund for further funding. Project delegated to TH and IH

g. Protection of the Undercroft in all-weathers – possible scheme - DM

DM reported that she had researched suppliers of PVC blinds and has been in touch with Seal Seam near Thame who could supply clear (transparent) made-to-measure tarpaulins. They would stay in position seven days a week and would last approx. 10 years. **Action:** DM to meet with the supplier and provide costings for the next meeting of the Town Hall Trust Body in October. DM will also investigate options for a long-term solution.

h. Stairclimber – discuss

The stairclimber has not been used for several years. Members agreed to investigate its resale value. A re-application to SODC for the stairlift will be submitted once the electricity is installed.

Action: JP to contact the original supplier to determine the resale value and circulate this information to members. The county council (Education) might be approached as such climbers are popular in schools.

032/24 Maintenance

a. Programme of Maintenance proposal - MY

Item not discussed.

b. Painting (interior) – update DM

DM reported that she has taken down the curtains for repair, noting it is a substantial task. Painting the interior of the building is on hold until higher priority work is completed. TH thanked DM for all her hard work, especially on the curtains.

c. Leaded windows – MY/TH

The work on safely fitting the mullion windows of the Hall has been completed, thanks to Barry at Leadcraft Stained Glass Studio and MY for overseeing the project. The initial quote was £1,895, however two additional frames needed re-puttying and sealing, costing an extra £400. The total cost was £2,295.95. Additionally, MY kindly cut out the hole in a panel for the extractor fan, and the builder has installed it in the new cloakroom.

d. Heating controls - LP

LP had reported that qualified wiring into the mains is required, but the Hive controls will be installed by the end of August. DM raised a concern about the difficulty of accessing the heating controls but will look again.

e. Panic Bar – to discuss replacing

Members discussed replacing the existing panic bar with a keypad lock and push pad emergency exit latch (the door opposite the pharmacy).

Action: JP and MY will obtain quotes for the replacement and circulate the costs for member approval before proceeding.

033/24 General

a. Events Team/New Activities – DM

Entertainment Evenings: These events are currently on hold due to ongoing works. The viability of hosting monthly events will be reviewed, as they require significant time and effort. **Event**

Management Process: MY proposed that all events should be managed through the Events Team. There is a need to clarify which events are privately organised with donations going to the Town Hall Charity Trust, and which events are solely organised by the Events Group for Town Hall fundraising purposes. **Cash Handling Concerns:** DM expressed concerns about handling cash and

recommended using the Sum Up machine for transactions whenever possible. **Action:** DM to organise a meeting of the Events Group to formalize the operations of events.

b. Town Hall Security

The lock on the main entrance door is performing satisfactorily – additional keys have been cut, however not all are working. **Action:** JP/MY to obtain costs to replace existing locks with keypad locks for: main door, main gates (in addition to replacing the panic bar).

c. Town Hall Storage

Nicki Barley has requested permission to put an armoire for storage of dried flowers etc. in the ground floor lobby. Trustees gave their consent.

d. Fire Safety Audit Report – to discuss

Reasonable Standards Letter had been received and circulated.

e. Review Town Hall function room and the Undercroft hire charges

To be reviewed at the next meeting with a view to 2025/26 Financial Year.

f. Piano Tuning

The piano was tuned by Garrick Steventon at the end of April.

g. Town Hall Clock

Christopher Gamester, Horologist last serviced the clock in May 2022. **Action:** JP to schedule a service.

h. Undercroft – SG

SG had requested a discussion on storage, wind protection and other uses for the Undercroft. These items were addressed above.

i. Communication and Updates – SG

SG proposed a number of options to enhance communication within the Committee, including WhatsApp and the introduction of a 'task status tracker' to keep members updated on the status of projects - similar to the one used by the Operations Committee. The suggestion faced some resistance as other members had not yet reviewed the document.

Action: JP to circulate an example of the task tracker for reconsideration.

SG also suggested holding shorter, more frequent meetings, noting that quarterly meetings result in lengthy agendas/meetings and significant gaps between sessions.

034/24

Financial

a. To receive Budget Update

Trust Reserves: TH reported that the Trust has been accumulating reserves to fund the projects outlined in the budget. If all proposed work is undertaken, the forecasted year-end bank balance would be approximately £335. Efforts will be made to secure grants to support these projects. It was agreed to hold off on advancing the stairlift proposal, aside from obtaining planning consent, in order to better secure sufficient reserves.

Secondary Double Glazing: A Rural England Prosperity Fund application has been submitted, requesting £5,000. Status: under assessment, with a decision expected by the end of August. £1,000 has been received from the Doris Field Charitable Trust. Members agreed to proceed with this project regardless of the grant application's outcome. **Action:** JP to circulate the quote from Black Knight.

Electrics and Lighting: Members agreed to delegate the task of sourcing lighting fittings to DM, BB, and TH. They will present the full costs to the members. **Action:** TH to confirm costs with Ben Quarman Electrics.

Stairlift: Members agreed that the stairlift project will not proceed this fiscal year without grant funding. MY suggested moving this project to FY 2025/26. **Action:** TH to seek grant funding for this project after first seeking Listed Building consent.

b. Budget 2024/25 – to review and accept

Budget was accepted

035/24

Correspondence

There was no correspondence

036/24

Any Other Business

Consider signing Code Of Conduct **Action:** JP to circulate to members.

037/24

Next Meeting Date:

30th October 2024

Tasks in progress

TH will be repainting the gates to the Undercroft in Classic Black Matt.

Meeting Closed: 21:22

Circulation List: Trust Body Membership:

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