

# Minutes of the Meeting of the Town Hall Charity Trustee Body held on Wednesday 30<sup>th</sup> October 2024 at 7.00pm in the Town Hall

---

**Present:**

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

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

**Also attending :** Nicky Smallbone (Chair Watlington Parish Council )

038/24 Apologies

Leo Pesci has stepped down from the committee and did not attend the meeting.

039/24 Chairman's Remarks

TH welcomed Nicky Smallbone to the meeting. He noted that the concert planned for Friday this week had to be cancelled due to the ill health of one of the performers. TH added that Neil Foreman may join the group as a consultant on property matters.

40/24 Declarations of Interest

There were none.

41/24 Minutes of 24<sup>th</sup> July 2024 to be signed as a correct record of this meeting

The minutes were agreed to be a true reflection of the meeting.

42/24 Matters Arising

SG reported that the old tables had been collected by the Samaritans. TH said that he had not started painting as planned but would do so over the weekend.

43/24 Financial

a. 2025/26 Budget – agree contribution to be requested from WPC

b. Budget Update

TH reviewed the budget update (figures up to 24<sup>th</sup> September 2024). He highlighted two projects not yet completed which were planned to be finished this financial year:

1. Electrical works (improved lighting and additional power points) Approx £5k
2. Secondary Glazing Approx £7.7k (£1k grant from Doris Field)

It was planned to put the Stairlift project on hold and to finance this via grants and not from Town Hall funds. TH then went through the numbers with the aim of reassuring members of the group who were concerned about funds running low. There was some discussion on the sinking fund and what funds might be needed in the next 75 years. It was agreed to:

- Go ahead with the two planned projects
- Review the report from 2014 on likely maintenance expenses in the long term and then agree whether this should be updated.

44/24 Town Hall Projects

a. All weather protection for the Undercroft - DM

DM gave an update on custom made tarpaulins for two of the arches in the Undercroft. Installation would need to be done but was a simple process. There was some discussion on when they could be rolled up/down and removed during the summer.  
It was agreed that DM commission the work ASAP.

b. Tables and Chairs

The new tables and chairs are in use and proving to be practical. Dan has been moving excess chairs from the kitchen area to the clock room.

c. Stairclimber and disabled access

Existing plaster removed but did not need replacing

d. Toilet

Works have finished but there are a few items for the group to complete. TH has grab handles ready to install. BB offered an alternative type of hand rail and will send a photo to Mike and Tim so they can choose which to install. There was some discussion on whether to retain the upstairs toilets as unisex or have male and female toilets. This was not resolved.

e. Maypole – update

TH is waiting for a meeting date with Sanctuary Care to discuss a proposal to site the Maypole outside the care home.

f. New lighting scheme - - TH

The meeting planned for September got cancelled and a further meeting is required. More work is required to decide on the aesthetics and also check loading if a heavy light is suspended from the ceiling.

g. Secondary Glazing - TH

TH gave an updated quote taking account of the £1k grant from Doris Field. He said the contractor could measure up next week and install in November. There was concern from some of the group that the glazing panels did not slide and would have to be removed in order to open the windows. This also generated concerns over manual handling and where panels could be stored if removed in the summer. TH noted that sliding panels were double the cost and may also not be so aesthetically sympathetic to the existing windows.

TH will speak to the contractor to ask about the weight, manual handling and how the panels are fixed in place and removed. This matter will then be resolved between meetings.

h. Stairlift

On hold until next year.

45/24 Maintenance

a. Programme of Maintenance proposal - MY

No update

b. Painting (interior) – update DM

No action until other works have completed – Keep on agenda

c. Leaded windows – MY/TH

Works complete – remove from agenda.

d. Heating controls - LP

After some issues this seems to be working. A reply is required to Mrs Walter about how cold the floor is.

46/24 General

a. Insurance – it was agreed to proceed without an update to the valuation

b. Monthly entertainment evenings and new activities

The event planned for Friday had to be cancelled – ticket sales were not brilliant but a small profit would have been made. TH added that an event considered for the day of the Christmas Fair was not approved by the Christmas Fair group. He asked for opinions on having the Town Hall open for drinks after the carols on Christmas Eve.

SG asked for advice on what else could be done to generate more ticket sales given all the publicity?

c. Town Hall Security

MY has costs for replacing the main door with a keypad and an entry lock for the fire door to the downstairs toilet. Mike to send the details round via email. RG to check with Jo Pugh next week.

d. Review of Hire Charges

TH suggested that the session rate for the Undercroft Market be increased from £45 to £48. There was some discussion on the rate for the room and £12 was suggested. This was not resolved but will need to be in place for April next year.

e. Town Hall Clock – [Nb. Post minute note: the clock was serviced w/c 25 November]

f. Communications/ Progress reports

TH suggested going to 6 meetings a year – still not including August – so more regular meetings can be achieved. This was agreed.

47/24 Correspondence

None

48/24 Any Other Business

MY provided some quotes for glazing the Undercroft. One was £55k and one at £60k

49/24 Next Meeting Date:

To be agreed.

Meeting Closed: 21:18

**Circulation List: Trust Body:**

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

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 21:18 PM**