



Minutes of the Meeting of the Town Hall Charity Trustee Body Held on Thursday 6th October 2022 at 8pm in the PARISH OFFICE

Present:

WPC Trustees: Tim Horton (TH)
Ian Hill (IH)

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

Secretary Kristina Tynan (KT)

1. Apologies
Matt Reid

2. Co-option of Mike Staples onto the Town Hall Charity Body Trust
Resolved: That Mike Staples be co-opted on the Town Hall CBT.

TH stated that it would be good to have a person to organise regular events at the Town Hall. KT to find out who does this for the Watlington Club. TH will speak to Fowl about this also.

3. Chairman's Remarks
There were none.

4. Declarations of interest
There were none notified.

5. Minutes of 7th July 2022 to be signed as a correct record of this meeting
Resolved: That these minutes are a correct record of this meeting and that they be signed by the Chairman.

6. Matters Arising
Kellogs Historic - The Role of Historic Buildings in Getting to Net Zero - Webinar – No one was able to attend this webinar and KT to see if there is any information on this we can be sent.

7. Town Hall Works

1. **Stairlift and Disabled Access and Toilet application** – TH and MY will meet up and take this forward.

2. **Brickwork Issues** – SODC have sent some questions on the proposal and TH And MY will look at this.

3. **Paviour work** - This has been commissioned. It was noted that the trip hazard also needs addressing. There is water coming in under the Undercroft gates when it is raining, and TH will ask them some sort of trap could be incorporated (Chip shop side)

4. **Small windows in stairwell**- MY reported that he has made the window out of same glass that was used in the 1820's and which is still being made today. He will install this in the existing space. He will put a clear treatment on the wood. Bruce Garside has made the bars needed. It was agreed that we will remove the bars that are currently in place. However, MY stated that there is a lot of brick dust that falls from the bricks.

8. Maintenance Issues

1. **Kitchen Cupboards** – Repainting of these – KT will speak to our new Caretaker to see if he could do this.



9. General Issues

1. **Town Hall Storage** -clearing space for new staging
TH said that this space is all cleared out and has been cleaner thoroughly by Kitty. The Watlington Phoenix Players have agreed to pay for new staging.
2. **Back Wall Painting Options** – KT and AM have chosen colour
This needs to be done after the electric works have been completed.
3. **New Lighting Scheme** – TH has sent this to SODC for approval.
TH will chase this up.
4. **Glass to Town Hall**
It was agreed that this should be looked at by this committee. TH has some quotations which can be discussed at the next meeting.
5. **Discussion on creation of a Bar area**
MY is looking into this.
6. **Energy saving ideas for Town Hall** – Please see report from Energy Solutions Oxfordshire for recommendations on carbon reduction for the Town Hall.
TH said that we have in principle been looking at installing secondary glazing and he has written to SODC to see if this would be approved and if planning permission would be needed.
7. **Monthly Entertainment Evenings/New Activities** – ideas wanted for groups. No discussion
8. **Damp around chimney of Town Hall Roof (inspection)**
Jon Lorimer has done a drone inspection and he will bring the footage to the office.
9. **Damage to window on the top floor**
MY reported that we cannot look at this until we have scaffolding up for the brickwork.
10. **Flag String**
It was noted that this comes into the window which has to be left open. A better solution needs to be found. To be discussed at the next meeting.
11. **Heating in the Main Hall**
The heating has been put on a timer. MY said that the curtains are kept closed to keep in heat and the door are also closed. He thought that the doors should be kept open so that the heat circulates through the building.
12. **Wi-Fi** – This was on the Airband list for community buildings. KT will speak to OCC regarding this.
13. **Keys for the Town Hall** – It was noted that TH and MY have a set.
14. **Pin Board for Electric Meter** – MY said that this would be a lot better for notices etc. This was agreed. MY to measure up and KT will order one.

10. Financial Issues



1. Budget Update -

TOWN HALL ACCOUNTS 2022/23

	Budget 2022/3		Actual to 22/8/22		
Expenditure					
Caretaker services	£	4,330.00	£	-	
Town Hall Open/Close	£	849.00	£	-	
Water Supply	£	250.00	£	139.67	
Electricity	£	5,800.00	£	1,269.14	Electricity has a credit for £963 against this.
Gas	£	-			
Running Costs	£	600.00	£	150.00	Cleaning
Maintenance of Town Hall	£	22,500.00	£	444.22	
Planned maintenance sink fund	£	-			
Insurance	£	2,511.46			
Planning Application Fees	£	400.00			
Website	£	100.00			
Audit	£	60.00			
Misc	£	500.00	£	45.50	Bank Charges
TOTAL EXPENDITURE	£	37,900.46	£	2,048.53	
Income					
Rental for Town Hall	£	7,500.00	£	3,140.00	
Misc income	£	500.00	£	0.76	
WPC Grant	£	8,200.00			
Sinking Fund Income	£	-			
TOTAL INCOME	£	16,200.00	£	3,140.76	
	£	-			
INCOME MINUS EXP	-£	21,700.46	£	1,092.23	

2. Grant from WPC

1. **2022/23** – WPC Grant request – To reduce the grant to £6500 for this year due to caretaking costs being less.

It was agreed that TH and MY meet up with the new Watlington Caretaker, Dan Hendy, on Tuesday 20th October at 10am in the Town Hall.

3. **2023/24** – This will be discussed at the next meeting.

4. **Insurance Renewal** – This needs to be reviewed before 15th November. There is pre renewal questionnaire that needs to be filled in. This will be discussed at the next meeting. KT has emailed the questionnaire to all members.

11. Correspondence

There was none that needed discussion.

12. Any Other Business

There was none raised.

13. Next Meeting Date:

Friday 4th November at 11.30am in the Parish Office

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15PM