

Present:	Cyril Bell (CB), Anthony Bryceson (AB), Mark Calkin (MC), Geoff Chambers (GC), Keith Cross (KC), Tony Harrison (TH), Sian Hills (SH) (arrived at 8.45pm) Peter Hobden (PH), Jim Howard (JH), Sue Kavanagh (SK), Pat Rolfe (PR), Les Summers (LS).	
Apologies:	Pam Bass (PB), Sarah Gibbons (SG), Jan Grimwood (JG), Barbara Vaughan (BV).	
Welcome:	GC welcomed everyone attending, followed by introductions from all present.	
Minutes of the Previous Meeting:	These were proposed as being accurate by LS, seconded by CB, and unanimously agreed, then signed by GC.	
Agenda Point	Discussion	Required Action By:
Matters Arising	The following Matters arising were noted (See below for details): Burglar Alarm Clearance of Storage Container Letter of thanks Lighting Consumables (Toilet Rolls) Bookings Signing of bank mandate	GC No action needed SK to check with BV GC No action needed SK SK, GC and KC
Burglar Alarm	It was reported that this isn't operational and that as a consequence, we are in breach of our insurance, and therefore requires attention. Spare sets of keys to be produced It was also felt necessary to have an instruction card and fob attached to the keys. Record of key holders to be set up	GC to approach John Cooke GC to organise GC to organise GC and SK to organise

Clearance of Storage container:	It was reported that Terry Laughton would be happy to acquire it, fully laden organise its removal (quoted as £300 from another company) and that he would make a donation of £300 to the Village Hall minus his costs for removing it. People can access the contents at Terry's	No action needed
Letters of Thanks	Due to be written and sent by BV	SK to check with BV
Lighting	This was reported to be faulty	GC to ask John Cooke to rectify problem
Consumables: Toilet Rolls and Nappy Buckets etc	It was reported that this problem had been rectified by Michael Bishop	No action needed
Bookings:	It was again felt that the method of booking the Village Hall for functions needed re-publicising with an announcement of the new Committee and relevant contact numbers to be given.	SK to ensure that this was placed in the next issue of the Tackley News Sheet
Signing of Bank Mandate	It was agreed that the three signatories be GC, KC and SK	SK, KC and GC to ensure that this is actioned prior to next meeting.
Auditing of Accounts	KC reported that Dave Edwards is happy to continue to act as auditor for the accounts	No action needed
Main Agenda Items	Discussion	Required Action By:
History of the Village Hall	JH provided the committee with an invaluable update and account of the history of the Village hall and reported that the Hall is owned by the Village, and originally had three Trustees: that are no longer active, with a fourth trustee being appointed, Richard Banbury, who remains actively involved.	No action needed

Treasurers Report

meeting of the Tackley Village Hall Committee held on Wednesday 6 October 2004

<p>KC presented a Financial report for the period 01.01.2004 to 30.09.2004. KC reported that:</p> <ul style="list-style-type: none"> The sinking fund and building fund are now obsolete and that general funds are urgently needed since any funds from last year have been exhausted. Currently there are low funds in the account following a large electricity bill, 75% of the bill being attributed to VH usage and 25% to Shop usage. This being higher than anticipated. The VH insurance had almost doubled. Linked to this, it was reported that there had been an attempted break-in recently and it was asked what steps the committee are taking to prevent future attempts. With respect to the Public Telephone, it is not known at present who has the key, but that any funds in the phone belong to the Village hall can be removed once the key holder has been identified. He had requested a name change on the Billing correspondence LS proposed that hire costs be increased, especially for non-village residents and weekend / evening hire for functions for all. KC agreed to produce a list of revised costs for the committee to consider at the next meeting to be implemented on January 1st 2005 	<p>In conclusion it was felt that insurance premiums and running costs are higher than anticipated and urgent fundraising is needed as regular income amounts to approximately £170 per week however an income of £500 per week is more realistically needed. Ideas for fund-raising included a Race Night.</p>	<p>KC to investigate rationale for doubling of insurance as shop is a separate entity. GC to establish who has key KC to produce revised tariff for next meeting</p>
<p>Housekeeping</p>	<p>GC reported that the VH Committee should be receiving some income from the Black and White 60s Disco Night. GC reported that WODC were hosting Road Shows (There is a meeting on Oct 22nd from 2 - 4pm at Wood Green Witney) on the new 2003 Licensing Act, which it was considered imperative that someone from the VH committee attended.</p>	<p>GC to follow up with Judy Mair PH or AB to attend or notify SK who will request copies of information disseminated.</p>

Committee held on Wednesday 6 October 2004

GC reported that a previous Committee member with responsibility for fund raising had committed the VHM to a Fund-raising event at 7pm on 5 February 2004. A Theatrical performance of - Noah's Ark (Suitable for the whole Family - Children Age 6 upwards). The Oxfordshire Touring Theatre Company (OTTC) charging £270 per VAT (Total: £317.25) for this and two complimentary tickets, profits from sales of programmes, OTTC need access to the Hall 4.4 hours prior to the performance (i.e. at 2.30pm) and for 1.5 hours after the performance. The performance will last approximately 2 hours (including interval).

Action Points:

- Obtain Licenses: Public Entertainments License and Occasional Theatre License. (Post meeting note: SH to check this with WODC)
- Decide on ticket Prices: OTTC recommends at least £6 per adult, with concessionary prices for OAPs, children, students and disabled persons of at least £4. (Post Meeting Suggestion: Adults £8, OAPs / Children £5, Family Ticket (2 Adults and 2 Children) £24)
- Arrange printing of tickets (Post meeting suggestion: Malcolm Hills happy to do this)
- Arrange for over printing or hand writing of personalised information on Fliers and Posters (Post meeting suggestion: Malcolm Hills happy to do this)
- Arrange other fund raising activities at event e.g. Bar, raffle, Catering (Ice-Creams / Popcorn)
- Decide on maximum seating numbers (100?)
- Ensure advertised in newsletter twice prior to event (Post meeting suggestion: Malcolm Hills happy to do this)

After discussion and a formal vote, it was agreed to proceed with this venture but there further information was needed.

LS requested that it be minuted that no one single committee member could commit the VHC to a financial pressure or contract such as this without VHC discussion and agreement.

SH to approach OTTC and ascertain more detailed information