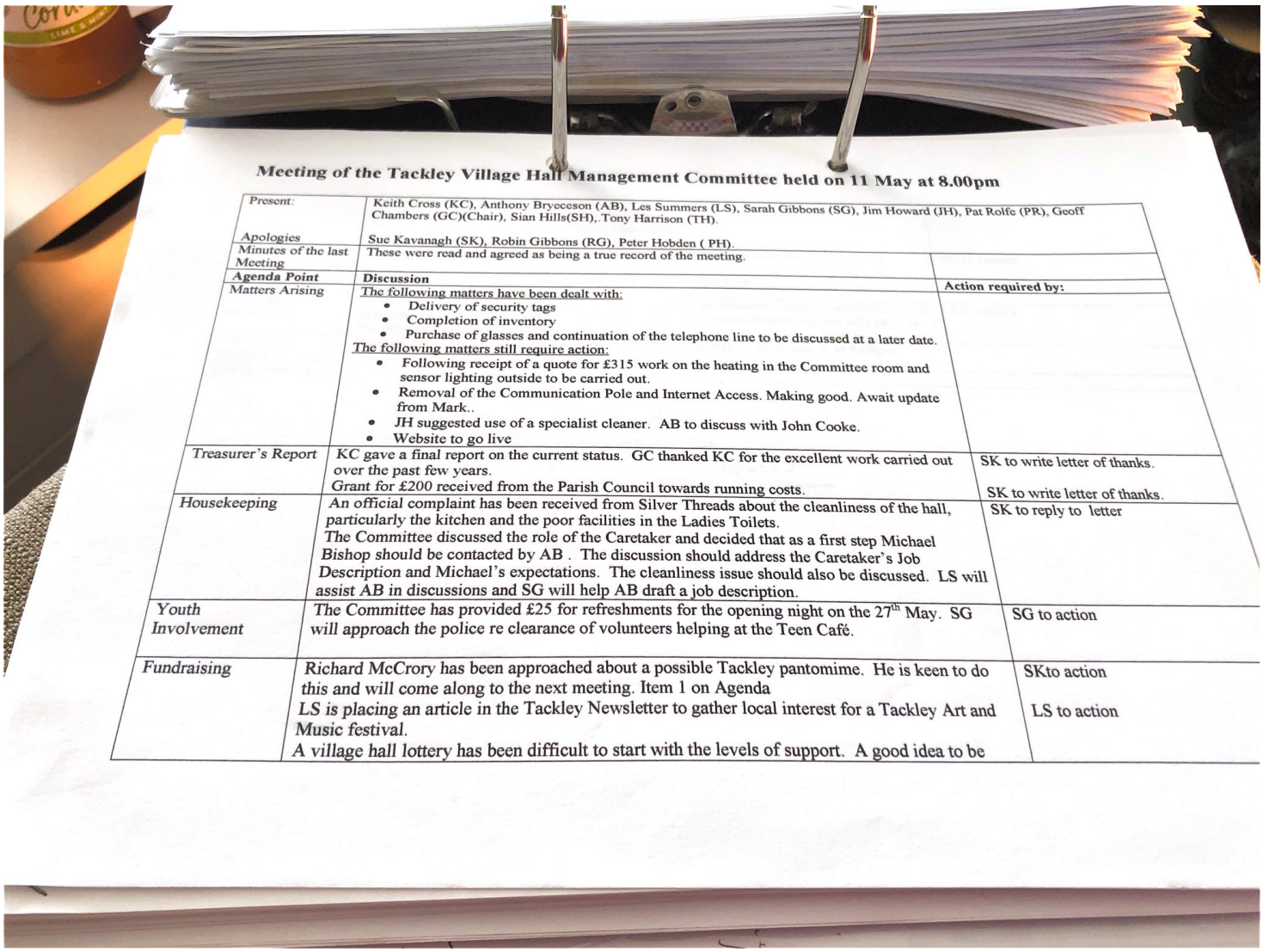

Meeting of the Tackley Village Hall Management Committee held on 11 May at 8.00pm

Present:	Keith Cross (KC), Anthony Bryeceson (AB), Les Summers (LS), Sarah Gibbons (SG), Jim Howard (JH), Pat Rolfe (PR), Geoff Chambers (GC)(Chair), Sian Hills(SH),.Tony Harrison (TH).	
Apologies	Sue Kavanagh (SK), Robin Gibbons (RG), Peter Hobden (PH).	
Minutes of the last Meeting	These were read and agreed as being a true record of the meeting.	
Agenda Point	**Discussion**	**Action required by:**
Matters Arising	The following matters have been dealt with: • Delivery of security tags • Completion of inventory • Purchase of glasses and continuation of the telephone line to be discussed at a later date. The following matters still require action: • Following receipt of a quote for £315 work on the heating in the Committee room and sensor lighting outside to be carried out. • Removal of the Communication Pole and Internet Access. Making good. Await update from Mark.. • JH suggested use of a specialist cleaner. AB to discuss with John Cooke. • Website to go live	
Treasurer's Report	KC gave a final report on the current status. GC thanked KC for the excellent work carried out over the past few years. Grant for £200 received from the Parish Council towards running costs.	SK to write letter of thanks. SK to write letter of thanks.
Housekeeping	An official complaint has been received from Silver Threads about the cleanliness of the hall, particularly the kitchen and the poor facilities in the Ladies Toilets. The Committee discussed the role of the Caretaker and decided that as a first step Michael Bishop should be contacted by AB . The discussion should address the Caretaker's Job Description and Michael's expectations. The cleanliness issue should also be discussed. LS will assist AB in discussions and SG will help AB draft a job description.	SK to reply to letter
Youth Involvement	The Committee has provided £25 for refreshments for the opening night on the 27th May. SG will approach the police re clearance of volunteers helping at the Teen Café.	SG to action
Fundraising	Richard McCrory has been approached about a possible Tackley pantomime. He is keen to do this and will come along to the next meeting. Item 1 on Agenda LS is placing an article in the Tackley Newsletter to gather local interest for a Tackley Art and Music festival. A village hall lottery has been difficult to start with the levels of support. A good idea to be	SKto action LS to action

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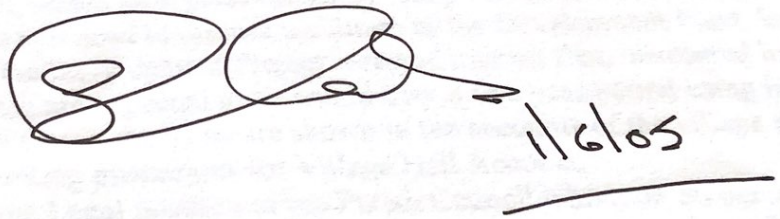
	deferred to a later date. SG reported no response from the Morris Dancers so far. Chipping Norton Theatre run film nights in village halls. SG to contact for further details. Tackley Village Post Office has received a donation of a marquee.	SG to contact
Any Other Buisness	Committee discussed the representation of the loans and development fund as represented in the accounts. KC will discuss this with BV and a presentation to the Committee can take place at the next meeting (Agenda item 2).	KC and BV
Date of next Meeting	**Wednesday 1st June 2005, followed by the first Wednesday of each month at 8.00pm**	
End of Meeting