

Tackley Village Hall Management Committee **Minutes of Meeting 5th April 2006**

Pat Rolf
3.5.2006

Present	Anthony Bryceson (AB: Chairman); Les Summers (LAS: Secretary); Sarah Gibbons (SG); Jane Rolfe (JR: Marketing Officer); Pat Rolfe (PR); Tony Harrison (TH); Robert Scott (RS: Business advisor)	
Also attended	Jan Greenwood; Barbara Vaughn (BV).	
Apologies		
Agenda item	Discussion	Action by...
1) Minutes of last meeting and matters arising	<p>The Minutes of the meeting held on March 1st 2006, with the addition of Pat Rolfe to the list of those attending were accepted as a true record and were signed by the Chairman as such.</p> <p>i) Unsecured loans: The Chairman referred to the document that he had circulated about the Unsecured Loans and BV's response to it. The Development Sub-group has been asked to produce a plan for the repayment of these loans.</p> <p>2) Membership of the Committee: The Secretary had been unable to write to organisations about sending representatives to TVH committee meetings as he had no addresses to which to send such communications. He would try to ascertain these from the information he currently has and with the assistance of other committee members.</p> <p>3) Marquees: Laminated instruction sheets for their erection have been placed in the marquee connections bags.. It was considered that pictures of how they should look would be useful additions to these instructions. .</p> <p>4) Flyers: The Chairman, BV and SG were working on these, they would eventually be placed in the shop. (See also item 4)</p>	
2) Treasurer's Report	<p>In the absence of the Treasurer no Report was available</p>	
	LAS/ ALL	
	AB/ SG/BV	

3)

Business Plan

Business Plan
(continued)

1	The Committee approved the revised Business Plan that had been circulated previously together with the income/expenditure summary for the last 4 years and the table of income vs targets for 2005., which indicated that an annual income, of £12,000 was essential to the successful running of the Hall. Ideally this income should be net of any donations.	
2	The Committee agreed that a budget prediction for income/ expenditure by month for the year ahead was essential. JR offered to help the Treasurer to produce one.	JR/I
3	It was agreed that advertising the Hall as widely as possible was essential. JR outlined a number of options that she was pursuing. Greater emphasis would be placed on securing bookings from outside the village.	JR/B
4	An updated calendar of events would be published in each issue of TV Newssheet..	AB
5	JR referred to a meeting being held at the Hall at 6.45 on April 26th by the Oxfordshire Touring Scheme at which about 100 organisations would be present. It would be an excellent opportunity to circulate the flyer about the Hall. Agreed that JR would produce a new flyer which RS offered to print for this purpose. A supply could also be kept in the Hall for 'impulse-interested' people.	JR/I
6	The Chairman reviewed the relationship between Hall and Shop as detailed in previous minutes and correspondence, including the matter of the lease and rental. The Committee supported his suggestion of writing to Andrew Smith as co-director of the shop.	AB/
7	The Chairman and Secretary would undertake the tidying of the notice boards.	

4)
Marketing Report

1) March 4th Quiz/disco had just managed to break even due to donations and the reduction of the disco fee to £100. A combination of one or more problems, including timing and an inappropriately mixed event were considered as contributing to the failure of the evening. It was considered that for the future pre-purchased ticket events might do better.

2) Calendar of events: June: Sport England event for encouraging children; Organisation keen to come.

August/ early September: Rounders and Barbeque
End October: Race Night

Friday - Late Nov/ early December: Gus Night

February: Oxfordshire Touring Theatre production of the *Firebird*
for children.

Other possibilities:

A wildlife exposition about bats by Julian Roberts jointly with the school. A Christmas craft fair

Treasure hunt with cars.

Brass band evening

All these suggestions would be actively investigated, and JR was asked to produce a calendar of events

At this point JR left the meeting while her contract position was considered. It was agreed and subsequently accepted by JR that she would continue for a further six months on a verbal contract allowing her remuneration of -

£30 per event or 25% of net profit per event, whichever was the greater.

JR

Housekeeping

- i) Fire extinguisher in Committee Room: The Secretary produced the extinguisher catalogue approach that he had obtained from Chubb. However he believed that a more comprehensive assistance from Chubb.
- ii) The security light was now installed and working
- iii) Lights, heaters & alarms. Advice needed as to responsibilities
- iv) Cleaning & maintenance: The caretaker had received and agreed to work by the schedule monthly for the outside windows plus a further £10 for a one-off cleaning of the inside windows. Thereafter inside the caretaker would undertake cleaning.
- v) Flagstones - no further progress - The Chairman would contact J Cook
- vi) The shredder and polisher had been obtained and the latter at least was in use.
- vii) The outside sign had again been vandalised and the Chairman would look into the possibility of a more lasting fixture being made.
- viii) Door lock on cupboard. An estimate of the cost was awaited.
- ix) Outside decoration: No information on this.
- x) Damaged surface of the approach road to the Hall. Secretary instructed to write to Parish Council.

Any Other Business

- i) It was agreed that the Secretary would produce a letter head template for his own and other committee members use.

There being no other business the meeting was closed at 22215
The next meeting will be held at 2000 on Wednesday 3rd May 2006

LAS

LAS

AB
AB
AB

AB

AB

LAS