2/8/06

Tackley Village Hall Management Committee
Minutes of Meeting 7th June 2006

Present: Anthony Bryceson (Chairman (AB)); Geoff Chambers (Vice-chairman (GC); Les Summers (Secretary (LAS)); Barbara Vaughan (Treasurer (BV)); Jan Grimwood (JG); Jane Rolfe (Marketing manager (JR)); Sarah Gibbons (SG); Pat Rolfe (PR).
Apologies for absence: Cyril Bell

1) Minutes of the last meeting: With three corrections these were accepted as a true record thereof and signed as such by the Chairman.
Corrections: Item: Apologies for absence: Delete Jan Greenwood, insert Jan Grimwood (sorry)
Item 2) Delete Derek Webb and insert Derek West throughout.
Item 8 ii) The date of the performance by the Oxfordshire Touring Group was Sunday 3rd September, not as stated.

Matters Arising: Item 1 (Matters arising from April Minutes)

1 iii) Marquees: There had been one very successful hiring during May. They were reported as being very easy to erect. GC had received an enquiry for a hiring from Long Hanborough.

1 iv) The large scale version of the flyer had not been yet placed on the door of the village hall. The chairman has the matter in hand. **Action: AB**

5 i) The Secretary reported that he had written to the Fire Officer but had received no reply.

5 iv) There was some discussion about the exterior window cleaning and it was agreed that GC should discuss a bi-monthly arrangement with Robin Hewson for which he could receive some remuneration. BV suggested up to £15 per cleaning.
Action: GC

5 vii) The Secretary confirmed that he had written to Mr Clack as instructed.

5 viii) The new lock on the store had been fitted and keys were available.

5 ix) The Chairman reported that the Parish Council was seriously examining the siting of one or more CCTV cameras in the vicinity of the Hall. It was agreed to await these developments before taking any action of our own.

The chairman also reported that John Cooke had undertaken a comprehensive examination of the outside of the hall and his report drew attention to a number of problems- i) graffiti
ii) dirt and smoke damage which required cleaning and two coats of paint to cover
iii) metal surfaces which required to be hammered over and covered with mortar.
iv) impact damage of which some was deep and more serious than the preceding and needed a lot of attention before finishes were applied.

John Cooke had suggested three firms from which quotations for the work might be obtained. It was agreed that the chairman should discuss this further with Mr Cooke and that in the interim alternative means of covering the surfaces should be examined.
Action: AB

Item 2) Website The Chairman is discussing and maintenance of the website with PH and Mr West. **Action: AB**

Item 3) Gala Day: BV was collating requests for cover under the indemnity insurance and will circulate the details in due course. She also explained how the Gala Day Committee would apply for an Alcohol License separate from that held by the Hall. Application was also being made for an entertainment license. **Action: BV**

2) Treasurer's Report: BV referred to a document which she had earlier circulated which showed that at the end of April income had exceeded the £10,071 projected as being necessary

to maintain a successful annual cash flow by £581 and by the end of May £2,389. Despite the fact that there were several significant bills to be paid she predicted that the target amount would be met by the end of the year. The current bank balance was £5,492.65.
The committee agreed to BV's method of using last year's targets rather than attempting an unpredictable cash flow.

3) Wish List: The Chairman referred to item 8 iii on the Minutes of the previous meeting in which it had been agreed to discuss suggestions for important works that could be carried out subject to the funds being available, with the object in mind of maximising the attractiveness of the hall itself for social occasions and the committee room for business functions. It was agreed to attempt -

i) internal decoration
ii) removal of inappropriate notice boards and dart board
iii) removal of piano
iv) replacement of tables
v) cleaning of chairs
vi) provision of three uplights in the main hall
vii) repainting of the stage
viii) possibly a screen painted on the wall behind the stage,

this work to be carried out during a designated week when the hall would be closed out of use. Works in the committee room would be placed on hold for the time being.
It was agreed - i) that the Treasurer would ascertain exactly what funds were available to complete this work and report to the next meeting.
ii) that GC/AB would seek professional quotations for the redecoration of the walls, doors and woodwork.

Action: BV/GC

4) Fire Extinguishers & Security: The Chairman explained that the quote he had received for tests of the fire alarm system by its original installers was £120 per annum, half that received from Chubb. It was agreed therefore to accept this quotation. The quotation from Chubb for new fire extinguishers referred to in item 5(i) of the May Minutes was £161.37p and it was agreed to accept this and order the equipment noted. The servicing of all the fire extinguishers was currently with Chubb and would continue so. **Action: AB**

5) Charges for hall hire: It was agreed that the change in fees charged should be made when the redecoration of the hall had been completed. GC would email to members the present charges and then the new figures could be considered at the next meeting.

Action: GC

6) Marketing: JR reviewed the events scheduled for the coming months adding that it had been decided not to use Full House this year but they would be considered for 2007. She circulated a draft advertising policy (attached) and this was agreed by the committee. It was felt that there was a need for a policy to cover the sale of tickets and GC explained the system adopted by another fund raiser involving networking through several layers of acquaintances acting on her behalf. This was followed after the event by a note thanking them for their involvement. Further options were discussed including advertising the hall's availability on wedding websites. It was agreed to investigate the provision of a sandwich board outside the hall advertising coming events. **Action: JR/AB**
JR said that she was currently planning next year's events and would welcome suggestions.

7) Housekeeping: There were no new items under this heading.

8) Any Other Business: i) The Chairman referred to correspondence with the Shop, copies of

which he had circulated. It was agreed defer discussion to the next meeting.

9) The next meeting will be at 2000 (8pm) on Wednesday July 5th 2006.

There being no other business the meeting was closed at 2145.