

Antony Bryceson

6.9.2006

Tackley Village Hall Management Committee
Minutes of Meeting 2nd August 2006

Present: Anthony Bryceson (Chairman (AB)); Geoff Chambers (Vice-chairman (GC)); Les Summers (Secretary (LAS)); Barbara Vaughan (Treasurer (BV)); Cyril Bell (CB); Pat Rolfe (PR); Sarah Gibbons (SG); Tony Harrison (TH).

1) Apologies for absence: Jan Grimwood; Jane Rolfe.

2) Minutes of the last meeting: The Minutes of the meeting of June 7th and with one correction those of July 5th were accepted and signed by the Chairman as a true record.
Correction: Add T. Harrison to those present.

Matters Arising: **2 iii)** Formal response confirming the figure of £13,000 had now been received. The Secretary reported that he had emailed those people whom it was thought might be able to assist with grants towards this cost. There had been so far, no response.

3) The Chairman reported further correspondence with Andrew Smith who, with BV was drafting some points for discussion.

3 iii) BV challenged the reference to 'flexibility' in regard to the rent.

4 iii) The Secretary reported that Sue Kavanagh had shown him the clause in the license document which indicated that 'buildings' referred also to adjacent land which was part of the licensees property. However BV said that despite this the Gala Day beer tent did require a separate license and one had been obtained.

7 ii) The Chairman reported that Pyrotech would service the alarm system on August 11th.

7 iii) The new fire extinguishers have now been installed.

7 v) GC said that this was still pending.

7 vii) The Chairman reported that he was in the process of receiving quotes for the redecoration of the Hall. It was agreed to allow him in concert with BV to decide which to accept and to spend up to £2,000 on this project which was to include the redecoration of the entrance foyer. The period August 13th to September 1st was available for redecoration.

Action: AB/ BV

Various colour schemes were discussed and it was finally agreed that the walls should be a neutral yellow, the woodwork grey. It was also agreed that the section of wall backing the stage should be painted white to facilitate slide and film projection.

3) Treasurer's Report:

i) BV reported additional income of £430 to the end of July. To the end of the third quarter of 2006 income of £8,990 had been received and £8,054 expended. (See attached statement) She believed that income was on target to cover the projected annual requirement. The low income received during June and July mirrored previous years and would pick up again in August. So far, £105.50 had been taken against tickets for *Canterbury Tales*.

ii) The Treasurer then referred to documents which she had circulated regarding the dispute with Powergen. The original claim for £6,000 had been reduced to £4,200 and PGn, admitting responsibility for various errors had offered to accept £3000 paid over 16 months. BV had subsequently discussed the matter with Keith Cross who had recalculated the shortfall at £3,200. Mr Cross believes that the meter between the shop and the hall is malfunctioning and that the amount owing should be split 50/50. It was agreed that no money would be paid until Mr Cross had completed a full audit and established the right amount owing. He would then meet Christopher Severt of Powergen and negotiate an appropriate agreement.

Action: Keith Cross

BV said that she intended to ask for two full meter readings in order to establish electricity use before agreeing to the amount of the monthly instalments. She added that the Hall Committee would need to budget for a greater sum of electricity usage, possibly as much as double that what is presently accounted for; however she did not see this as a problem for the current year.

Action: BV

It was further agreed that the Chairman and Secretary would read the meter at each

Committee Meeting and that the figures would be recorded in the Minutes.
(See Secretary's Note)

Action: AB/ LAS

Further discussion about the optimum use of hall equipment agreed only that hirers should be told that failure to turn the heaters off when leaving would lead to their being charged extra.
Action: GC

4) Marketing:

i) The Chairman circulated copies of a draft Advertising Policy drawn up by Jane Rolfe which was approved. JR was now working on a Ticketing policy.
Action: JR

ii) **Gala Day:** BV reported that sponsorship to the sum of £1,500 had been received and that all major arrangements had now been completed.

5) Website:

Peter Hobden was to keep a watching brief on the website on behalf of the Committee. Derek West will continue to act as webmaster. All were agreed that it was now outstandingly good especially when GC reported a £100 booking which resulted from a hirer seeing the site. The Secretary was instructed to write to Mr West expressing the Committee's thanks for his work.
Action: LAS

6) Housekeeping: The Chairman reported that he had submitted a TVHMC Newsletter for inclusion in the next edition of the Tackley newsletter.

7) AOB:

i) BV reported a hiring of chairs from the Hall.

ii) There was some discussion about new tables for the hall, nothing was agreed.

iii) The Chairman reported that he would be absent from the October and November meetings and it was agreed that the October meeting would be cancelled and that in November chaired by GC.

**8) The next meeting will be at 2000 (8pm) on Wednesday September 6th 2006.
There being no other business the meeting was closed at 2117.**

Note: The Chairman has subsequently reported that he had read the meters in the afternoon prior to our meeting. The readings were:

Main (LH) meter 1037823
Off peak (RH) meter 078795
Shop (upper) sub-meter 60068

Secretary