

Tackley Village Hall Management Committee

Minutes of Meeting 6th September 2006

Present: Anthony Bryceson (Chairman (AB)); Geoff Chambers (Vice-chairman (GC)); Les Summers (Secretary (LAS)); Jane Rolfe (JR); Pat Rolfe (PR); Sarah Gibbons (SG); Tony Harrison (TH).

Also attended: Robert Scott (RS)

Vicki Silverwood (VS) - introduced by Geoff Chambers and welcomed as a new committee member.

1) Apologies for absence: Barbara Vaughan (Treasurer); Cyril Bell (CB).

2) Minutes of the last meeting: The Minutes of the meeting of August 2nd were accepted and signed by the Chairman as a true record.

Matters Arising: 2/ 2 iii) The Secretary reported that he had still not received any response to his emails. He would try again shortly.

Action: LAS

2/ 7 v) GC reported that the window cleaner was considering whether to agree to the request for bi-monthly cleaning of the windows.

2/ 7 vii) The Committee were generally pleased with the redecoration of the hall. The Chairman reported that the final cost was just under £2000 and that sufficient paint was available to redecorate the committee room and stairs. The Parish Council had agreed to finance this. The paint smeared finger plates would be cleaned in due course.

3) ii) The Treasurer had circulated further information about the dispute with Powergen confirming that £3000 was required to be repaid over 18 months. GC said that he was not happy with this; historically the electricity used had been paid for in the ratio of £40/ £80 shop/ hall and that therefore the suggested ratio of 50/50 for this repayment was unjustified. In reality, the greater part of the underpayment was down to the shop. It was agreed -

that i) the 50/50 ratio was not acceptable,

ii) Keith Cross should be asked for a full statement of the historical position regarding payment,

and iii) the situation would be monitored through the monthly meter readings now being made.

Action: AB/ LAS/ BV

4) ii) **Gala Day:** The Treasurer had circulated outline documents showing a profit of around £2,400. Of this £1,500 would be donated to the hall. JR said that the Gala Day committee felt strongly that the money should be used on a specific hall item rather than just added to the funds. This was accepted.

5) **Website:** The Secretary had not yet written to Mr West as requested but would do so at an early date.

Action: LAS

3) **Treasurer's Report:** The Treasurer had circulated documents indicating the latest financial position which, in her absence were noted.

4) **Business Report:** JR reported that the Gala Day had gone very well and that the *Canterbury Tales* show had made a good profit. The following events were being planned -

i) **Race Night - October 21st 2006.** Details had not been finalised but it was agreed to charge £5 to include food. Various options for advertising the event and making it attractive were discussed. JR would make further attempts to contact Dave Robson.

Action: JR

An informal meeting would be held at 8 o'clock on Wednesday October 4th to discuss the organisation of this event and the Gus Night.

ii) **Gus Night - 1st December 2006**

iii) Oxford Touring Group - Firebird performance - 2nd February 2007.

It was suggested that though distributing flyers around the village did not work there was merit in giving out flyers and indeed selling tickets for a forthcoming function as people were leaving an event. It was agreed that this should be done.

JR said that the method by which tickets were sold depended on the type of event but RS suggested that a consistency in the availability of tickets was helpful to those wishing to obtain them. JR said that she would speak to BV about shop sales for tickets.

The Chairman announced that Jane had indicated a wish to leave the committee in October and on her unwillingness to reconsider thanked her for the tremendous work that she had done over the last year.

The Chairman now invited Mr (Robert) to review the Committee's business arrangements and in reply he made a number of important points -

- i) it was useful to build up a bank balance as a fall back in case of problems,
- ii) the most essential requirement was to get more events into the hall,
- iii) different kinds of flyer, appropriate to various interests in the use of the hall would be useful,
- v) putting in a section on the website where visitors could indicate their interest by giving consent to being targeted with information,
- iv) committee members could not be expected to organise every hall event, and therefore -
- vi) there was merit in paying people to organise events,
- and vii) it was useful to attract specialist events organised by outside people; examples were craft fairs, and antique shows.

He said that he would speak to Clare about organising a Christmas craft fair on November 25/26th. It was decided that there was insufficient time to organise an additional event in November suggested by BV.

The Chairman said that he was interested in attracting wedding business to the hall and VS offered to give out flyers in 'goody bags' that were given to punters at a wedding fair at the hotel where she was employed. The Secretary suggested that a dedicated flyer which was impressive and arresting was preferable to just rehashing the current leaflet and RS agreed to produce one based on a format designed by VS. This would need to be available before the 17th September. At the suggestion of the Secretary it was agreed to refer to the November meeting a full consideration of how to action these recommendations, giving members time to come forward with ideas.

Action: All

RS now left the meeting.

5) Charges for hall hire: After discussion it was agreed that prices for hire of the hall by Tackley residents would remain unchanged. Those for outsiders and for commercial events would be raised by 50%. GC would draft a plan of the new prices and put them before the Chairman, Treasurer and Secretary before implementation.

Action: GC

6) Sponsorship for committee room. The Chairman said that he was keen that after redecoration there were additional improvements required to convert it into a high quality meeting room. He had emailed the Tackley Village Business Network for advice. Another possibility was sponsorship in memory of a village resident.

Action: AB/ All

7) Housekeeping:

i) Notice boards: The Chairman said that because of the redecoration of the hall entrance he had taken down all the notices and had discussed with the Secretary a policy for their future use. The Secretary then produced various signs which it was agreed should, with minor modifications be used. PR volunteered to look after the notice boards and would liaise with the Secretary about the final form of notices. GC would ask Peter Grondono if the History Society could help with this proposal.

Action: PR/ LAS/ GC

ii) Many unwanted items have now been removed from the hall; it was agreed to give the piano to the scouts as a contribution to their Bonfire arrangements.

Action: LAS

8) AOB:

i) Following a suggestion by SG the Secretary was instructed to write to Ulla Bryceson thanking her for her input to the redecoration of the hall.
Action: LAS

ii) On the recommendation of GC it was agreed to support VS as an additional Personal License Holder for the hall. The Treasurer should be contacted regarding any ensuing expense.
Action: GC/ VS/ BV

iii) TH reported difficulty with the website notice board. He was asked to inform Mr West about this.
Action: TH

iv) It was agreed that pictures of various kinds exhibited on the walls would improve the hall's general appearance.

9) Date and time of the next meeting -

Informal: Wednesday October 4th 2006 - 8 o'clock

Full Meeting: Wednesday November 1st - at 8 o'clock

There being no other business the meeting was closed at 2150.



1/11/06