

TACKLEY VILLAGE MEMORIAL HALL
MANAGEMENT COMMITTEE MEETING

21 February 2019

Present: Les Summers (Chair), Marj Bolton, Katie Hofman, Hilary Laughton, Pat Rolfe, Mike Willemite.

Apologies : Barbara Vaughan, Jan Grimwood, Doreen Havord.

There was a presentation by Steph Radda (SR) and June Collier (JC) on behalf of the TAG with regard to the issue of a movable stage for the Village Hall. SR advised that the group has most of the money. She advised that the plan for the matter is to remove the old stage, sand and repair the flooring and out up a new, moveable stage. She advised that the PC was approached for the balance of the money required, being £6000 and eventually the sum of £3000 was agreed by the PC.

PR advised that the approval for the project was given the go-ahead by the Committee on that basis that all the funds be raised by others, and JC remarked that it was strange that the Hall would not support the project. SR advised that when the Hall was hired out for weddings, a removable stage would be more attractive to hirers. She suggested that the current stage would need repairing/replacing at some stage. The bottom line is that the TAGroup requires the money now, and would want to do the work as soon as possible.

In response, MW re-iterated the comment by PR that the project was approved subject to the Group raising the funds, and that it appeared that there had been no fundraising as such, but that money had been found to be left over from the Playground project, and the PC had been approached for the balance. JC advised that some funds had been provided by the Tackley Horse and Pony Show, the Pantomime and the Christmas Tree on the Green. It was also noted that BV had assisted Dawn Chambers with an application to the Doris Field Trust for £1000. MW noted that it was not possible to put a figure to any financial advantage, if there were any, to putting up a moveable stage, as there were very few weddings booked. He also raised the matter of finding a night when the Hall was not already booked, for use by a badminton/pickleball/short tennis group, as the Hall is very well used already. He advised that most of the Hall's income is generated by fundraising and grants (mostly sourced by BV), and that hiring income only amounts to around 10% of the income. MB asked whether the PC in fact has the full amount of £6000 when they have only chosen to give £3000, and JC advised that there is a fund for organisations in the village such as the school library.

HL advised that, as both the PC and TVMH are involved in the village, there is a need for all groups to work together and look to the future.

JC advised that she would want the project initiated sooner rather than later, and possibly in time for the first pop-up pub.

MW enquired whether the Hall would be marked with courts for the indoor games, and it was noted that it would, with comments noted that this might cause problems for hirers of the Hall. SR asked whether the flooring was covered during the hire of the Hall, and MW advised that it was not.

SR offered to do a grand opening when the stage was installed and suggested that it could be a fundraiser for the Hall.

JC said that, as LAS had stepped down from being the PC representative, she would represent the PC at the meeting, but after discussion it was decided that this would be inappropriate and that the meeting would discuss the proposals from TAG after the TAG representatives had left the meeting.

JC and SR left the meeting at 19.25.

2) Minutes of previous meeting

Proposed by HL and seconded by PR.

3) Matters arising from January Minutes

- i. Minutes of November meeting.
It was agreed that there would be no further action taken regarding a letter to the PC about their contributing to the cost of CCTV cameras.
- ii. Matters arising from January Minutes
Correction; it was HL who had who had labelled the kitchen cabinets.
BV had spoken to JC on the telephone and both agreed that the proposed meeting was unnecessary.

4) Finance

- i. MW advised on the proposed increase in rates for village groups. Currently, the Hall is charged at £15 per session, and the Coffee Shop/Committee Room at £12. This has been maintained for 4 years and the proposed increase is to £16.50 and £15, to take effect from 1 April 2019. HL asked if this was in line with other Halls, and MW advised that it was almost impossible to determine, as websites cite charges for outside groups. The changes were proposed by HL and seconded by KH.
- ii. MW reported on the VAT issue discussion with Judy Robson, who explained that the feed-in tariff has to be paid to a business that is registered for VAT, as the Shop is but the Hall is not, being a Charity.
- iii. The pop-up pub discussion was re-scheduled for the next meeting. MW requested that he be authorised to speak to Martin at the pub to see where we are for this year, and it was agreed that he should approach him to see if he might be interested again this year.
- iv. LAS sent a letter to the PC advising that the TVMH Committee could not contribute to the cost of paving stone repair, and that nothing further had been heard.

5) AOB

- i. The issue with OFGEM is ongoing.
- ii. The lights have been repaired.

- iii. MW reported that the Shop had accepted the quote for the fourth camera on the CCTV equipment. HL proposed that this be accepted and KH seconded.
- iv. The shop charges were discussed with Andrew Smith, and PR and MB seconded the agreement to increase the rent to £120 per month.
- v. MW reported on the proposal by Chris Lewis for maintenance of the fire alarm. He advised that the fire system quote is lower than the current deal with Pyrotec (Pyrotec offered £230 and Chris Lewis £180) and HL proposed, KH seconding, that the contract be awarded to Chris Lewis. The CCTV system is currently under guarantee and a contract is not yet required. The Post Office is responsible for the burglar alarm.

4) Finance

- i) There is currently £12286.53 in the bank, which encompasses the FIT payment, but BG is still to be paid.
- ii) MW reported that Martin from the Newsletter, incorporated into the Village Hall finances, has advised that new software is required at a cost of £50 per month, and that he has requested a 50% contribution to this. After discussion, it was agreed to make a £300 payment, proposed by HL and seconded by PR.
- iii) MW confirmed that the solar panels are insured and no maintenance is required, and so it was agreed that no further action is required.
- iv) MW reported that he and KH had met regarding the filing and paperwork issues, and that invoices would be stored on the cloud for access by any Treasurer in the future, and that the historic paperwork was under discussion.
- v) MW reported that he is obtaining three quotes for repairing the Committee room window.
- vi) LAS advised that he is contacting Paul Bass about repairing the holes in the outside wall.
- vii) Portable Stage

Discussion was held around the request from TAG for £3000. MW raised the issue that there appears to be a misconception that the Village Hall is “well-off” and that this needs to be clarified.

HL noted the need for better understanding between village groups, and suggested a meeting between the PC and TVMH. It was also noted that the group had undertook to raise all the funds themselves. PR agreed that the group had said they would fund the stage themselves.

MW suggested that a letter be written stating that the Hall does support the installation of a movable stage, which the PC seems to think the Hall does not support, but that the letter should set out the difficulties the Hall has in fundraising and finances. It was proposed that £1000 be offered, and MW undertook to draft a letter setting out the history of the Hall’s finances and proposing this offer. It was decided that LAS would send an email to the PC advising that a decision had been made and would be communicated within the next week. MW undertook to prepare a draft by Monday, with comments by Wednesday to go to the Committee as soon as possible thereafter.

5) GDPR

LAS reported that he had looked at the GDPR regulations and was sure that there is no breach by using Gmail for TVMH purposes. After discussion the following statement, for inclusion in the Minutes was agreed –

Having been alerted to the requirements of GDPR TVMH management committee believes that their continued use of a specialist-TVMH Gmail account does not breach its requirements. The only information contained in our Minutes which refers to individuals by name, concerns committee members who have agreed that this is acceptable to them. Others, who may from time to time speak at committee meetings, will be informed that their name will be recorded in the Minutes unless they wish otherwise. Such other data as TVMH may have, is recorded, where necessary, securely, beyond normal access. Individuals may ask to see such data.

There may be an issue with the Booking Clerk's use of Oath during booking, but it was noted that there is a specific box to tick to indicate that personal data is collected, and KH noted that this may be sufficient for GDPR purposes. Also, the booking clerk's email does in fact pass through the website email.

6) Review of Constitution

LAS reported that BV had investigated and circulated the TVMH Constitution, and whilst this was outdated, it could be amended online. HL advised that she had drafted a new constitution for Silver Threads, and undertook to draft one for circulation for TVMH. This was gratefully accepted.

7) Fundraising

LAS reported that only one or two people had expressed an interest in the performance evening, and that this would therefore not be pursued.

8) Preparation for AGM

LAS enquired whether everyone was prepared to stand again for the next year, and MW advised that he was leaving the village, and would prefer to step down on 31 May. This was noted with regret. HL suggested that village groups be approached to nominate representatives to the Committee, and KH noted that although this had been done in the past, there was very little interest.

9) AOB

i) HL provided proposals from the History Group regarding the display in the Coffee Shop (attached). The Group would like comments as soon as possible, with more in-depth proposals to be furnished at the March meeting.

ii) MW reported on an email from Judy Robson regarding servicing of the hoist in the disabled toilet. He undertook to look into this and check the H&S requirements and report back.

iii) MW reported on a request passed on from the Booking Clerk for a teenage party at the Hall, and proposed that, after the last party like this, a deposit of £150 be required, together with payment up front. This was agreed, should anything further be heard of it.

iv) PR advised that the cleaner says that cleaning equipment keeps vanishing from under the sink. The Drama group is still not washing up after themselves. MW undertook to write to all groups so as not to discriminate, reiterating that everything should be tidied after use of the Hall.

v) PR advised that the heater settings are being tampered with, and that the Hall is sometimes boiling hot and sometimes cold. She will ask BV to show her how to operate the controls.

vi) HL, noting that an agenda had been provided for the meeting, requested this for all meetings, and this was noted.

10) Date of next Meeting: Thursday 14th March 2019 at 18h00 in the coffee shop, prior to the AGM at 19h00.

There being no further business, the meeting closed at 20.37.