

Tackley Village Memorial Hall
Minutes of the Management Committee Meeting
held on 18 November 2021

The meeting was opened at 18.00

Present: Katie Hofman (Chair); Les Summers (Vice chair) (LAS); Julie Wakeham (Bookings Clerk) (JW); Pat Rolfe (PR); Doreen Havord (DH); Rosie Hawes (RH); Barbara Summers (BJS).

Also attended: Cnclr June Collier (JC) on behalf of Liz Marshall (Chair of Tackley Parish Council).

1) Apologies for absence: Nick Hawes; Vi Banbury; Sue Ashton.

2) Urgency item – Keys and Access.

Invited by the Chair to address the meeting June Collier said that we need to be 'kind' to the new chair of the parish council. She needs to have a set of VH keys to be able to access files in the archive, and should be allowed to come and go as she requires. JW was concerned that she was coming in without anyone knowing, using the keys she has to access Scout facilities, and that unplanned access could potentially interrupt the activities of a hirer. After JC had left the meeting it was agreed that she should be allowed full access for parish council business, but must first check with the Bookings Clerk in order that a hire is not disrupted. The Chair would report this decision to Liz Marshall.

3) Minutes of the meeting of 20 October.

Approval was proposed by LAS and seconded by JW.

4) Matters arising (*rearranged according to chronology in Minutes*)

Minute 3, item i) LAS said that his compiling of previous minutes was on-going and that he would next report progress to a meeting in the new year.

Minute 5) The Chair reported that nothing further had been heard in regard to the issue of the Logo Competition and it was therefore agreed that, for the time being, no further action would be taken, including the despatch of the proposed letter.

Minute 6. item i) LAS had produced a plan of the emergency exits but it had been subsequently realised that the door into the coffee shop is locked and therefore not an emergency exit. In any case, the matter was superseded by aspects of the Fire Risk Assessment.

Minute 10) The Chair reported that she had spoken to the Chair of the PC regarding an extension to the built area of the village hall, and it had been requested that a formal written approach to the council should be made. LAS agreed to draft a letter requesting agreement in principle to an outline TVMH proposal.

5) Finance

In the absence of the Treasurer there was no financial report.

6) Booking Clerk's report

JW reported that more bookings coming in, so the position was quite healthy.

7) Liaisons reports

Scouts: RH pointed out that the Cub cupboard was in the committee room, so they required its use, when the room was, technically, booked out. JW pointed out that there was a filing cupboard in the changing room that the Cubs could use, and RH undertook to look at it and see if it was suitable.

Shop: The Chair had discussed the strip lights with the shop and had been informed that the LED replacement would be fitted in the near future. On the question of the bins, a new one would soon be arriving; however, the fire assessment report had pointed out that the bins should be moved, as where they are they constituted a fire risk. The Chair advised that the Chair of the PC had been advised of this and that the proposal was to move the bins to where the recycling bins used to be. The shop was proposing to install a new newspaper stand, such as can be seen at garages, and this will happen around Easter. In the meantime, there was some consensus that the front of the building was in need of repainting. The coffee shop lease expired in December and they were requesting an extension of this until Easter. It was agreed that this would be acceptable.

8) Housekeeping:

JW reported –

i) the dishwasher had been examined and could be installed, probably when the Drama School are absent;

ii) a problematic door in Ladies loos which she had asked her son to do deal with;

iii) the company dealing with the wasp problem had made three visits, it apparently requires about 3 weeks to deal with them. The wasps had not been seen recently, so hopefully they have been dealt with.

The Chair said –

iv) that she needs to know the code for the fire alarm and that it needs to be displayed by the alarm. Since no committee member knew the code, the Chair advised that Chris Lewis had been booked to attend and service the alarm system on 13th December and they would be asked to supply the code.

v) she had been asked when the Christmas decorations were going up, was it for Church fete? No one on the committee seemed to know but JW said she would look for any decorations.

vi) The Chair had a list of things that need doing, for example, the boiler and extractor fan need servicing, the door in the kitchen needs a handle, a Fire Safety Book was required, and there need to be regular checks that escape routes are not blocked. Dane Walker had done some PAT testing other equipment required attention. The Chair offered to contact Brian Pedersen to see if he would be prepared to undertake this, but cautioned that he had been unwell and may not be able to help. The Chair advised that Julien Hoffman had prepared the report regarding the items that needed attention, and that he had said that he would be prepared to help with this. LAS also suggested bringing someone new on to the committee to oversee this specific task.

9) Any other business

None

Date of next meeting

It was agreed that a meeting specifically to discuss the Fire Risk Assessment would be held at the usual time on –

[Wednesday 22 December.](#)

It was agreed that failing any offering to undertake the task of managing the issues of the Fire Risk Assessment, Juliaen Hoffman would be asked to help.

There being no further business the meeting was closed at 18.40

