

TACKLEY VILLAGE MEMORIAL HALL

Minutes of the Management Committee Held on 21 June 2022

The meeting took place at 18.15 at the Village Memorial Hall

Present: Katie Hofman (KH) Chair, Nick Hawes (NH) Treasurer, Roxanna Villalobos (RV), Julien Hofman (JH), Julie Wakehan (JW), Booking Clerk, Christine Holbrook (CH), Secretary, Doreen Havvord (DH), Rosie Hawes (RH), Vi Banbury (VB)

1.Apologies for Absence: Pat Rolfe (PR), Sue Ashton (SA)

2.Minutes of the Meeting of 5 May 2022: These were agreed as accurate

3.Matters Arising:

Discussion between Chair and Liz Marshall – Agreement on the process for sharing funds.

Considerations of the replacement chairs are ongoing.

There are still issues about passing over the Hall keys that need to be clarified with Andrew. Nick wasn't provided with the key when he needed it. Issues about the use of the archive by the Local History Society also need to be clarified. A meeting with the football club is taking place. Liaison with David Bray. It is the same email address. The pitch has been marked out.

4.Finance – There is a healthy balance which stands at £29,453.64. There will be funds arising from the Pop Up Pub. It is still necessary to separate the funds between the Hall and the Pub. The Chair has taken a turn in running the pub. The shop rent will stay as it is. They are paying £100 for the café.

5.Booking Clerk's Update: There has yet to be a confirmation from the Drama Club about next year's bookings but there are lots of other bookings for parties etc. The Committee Room is only currently being used by the Parish Council and the Shop.

6.Sound Systems for the Hall: This item has been carried over until the next meeting. A discussion of an AV Company for Projectors could also be included.

7.Proposal for Meeting the Fire and Safety Requirements: We are still waiting for final decisions on the Fire Door. Protech is currently still offering the best quote. There was a general consensus that they would be the best company to go with. It is still necessary to have regular tests of the alarm

system and use of the evacuation procedures. Also it is important to check the fire extinguishers. There needs to be a regularly updated logging process. A list of what needs to be done will be provided for the next meeting. We are moving towards compliance. It appears to be Chris Lewis who checks the fire alarm systems but this must be confirmed. It is important to have one system that can be heard everywhere. The new booking form will provide instructions on the fire alarm system and the requirement to inform all the Hall users. A quote is required for the moving of the CCTV.

8.Liaison Reports: The Scouts – the younger ones met in the Hall several weeks ago. The Methodist Church – some investigations would take place to find out what sound system was used there as it functions well. The Shop – A long meeting is required for discussion of the renewing of the lease.

9.Housekeeping: Further consideration is necessary to sort out the recycling for the pop up pub. The shelves appear to be missing from the fridge. It might be necessary to look at a repaint of parts of the outside porch of the Hall. It would be useful to have another set of keys.

10.AOB: Insurance Schedule A lot of information about the Hall is required so that the rebuilding costs can be assessed. It is best to leave this for the moment.

11.Date of the Next Meeting: The next meeting of the Management Committee will take place on 4th August 2022 at 6.15 pm.