

TACKLEY VILLAGE MEMORIAL HALL

Minutes of the Management Committee held on 1 September 2022

The meeting took place at 18.15 in the Committee Room at the Village Memorial Hall

Present: Katie Hofman (KH) Chair, Roxanna Villalobos (RV), Sue Ashton (SA), Vi Banbury (VB), Rosie Hawes (RH), Christine Holbrook (CH) Secretary

1.Apologies for Absence: Julien Hofman (JH), Julie Wakehan(JW), Booking Clerk, Nick Hawes (NH) Treasurer, Sharon Hogg (SH)

2.Minutes of the Meeting of 4 August, 2002: Correction was made to the wrong spelling of a name. Otherwise these were **agreed** as accurate.

3.Matters Arising:

Replacing the chairs – new ones are expensive. Better storage would help. **Agreed** – to shelve this purchase for the moment.

Keys and fobs – spare fobs to be sorted out. **Action** - KH will talk to Andrew.

Use of Hall Toilets – all ok with the Hall toilets but the regular cleaning of the café toilets has been raised. Only the staff in the shop are using this toilet. More regular cleaning by Julie would be considered with the shop paying for this service. **Action** -KH will talk to Andrew. A part time caretaker – KH is currently negotiating with someone suitable. If this is not fruitful then the possibility of using the Facebook Page called Spotted Tackley should be considered.

Security and Ceiling Lighting – A quote for £750 had been received for changing the ceiling lights. **Agreed** – This work should go ahead. However, consideration should be given to a bigger job of lighting replacement including the committee room. **Action** – JH to follow up. The dishwasher is working and the plumbing has been completed.

CCTV – The shop will be taking over the camera from the car park and putting it onto their system. **Agreed** – Chris Lewis should install a box in the cupboard.

4.Treasurer's Report: The current balance is £30, 672.28. The Drama School has been invoiced and has paid.

5.Booking Clerk's Report: In terms of bookings things are picking up. There have been a number of parties and events including one from Age UK and birthday parties. Negotiations with Tackley Football Club - **Agreed:** As a matter of policy the Football Club cannot have

their own keys to the Hall. They have their own key to the changing rooms. **Agreed:** A representative of the Football Club should be invited to join the committee.

6.Liaison Committee Members' Reports: The History Group would be starting their schedule of meetings. A lectern with lighting would be helpful for speakers. **Action** – SA would bring some examples for purchase to the next meeting. There were no other reports.

7.Pop Up Pub – A quote of £527 + vat has been received from FFD Commercial for a bottle cooler fridge. This could be paid for from the income generated by the pop up pub. The proposal for this fridge was **agreed**. Disposal of glass and cardboard. It was proposed that individual committee members with Hall responsibility for the evening should take the bottles for recycling. Martin has agreed to take the cardboard. More black bins and bin liners are required. **Action** - RV to provide information on the cost of four black bins. Volunteers have worked in the pop up pub and there were several bumper evenings when significant birthdays by well-known village residents took place. This schedule of events is seen as very successful and it is anticipated that there can be an annual schedule. The committee thanked Rosie and Nick for overseeing the pop up pub.

8.Possibilities for Additional Storage Space –Partitioning the electric cupboard = It was reported that this could possibly provide some storage. Extending Hall under the overhang – Members thought that this would be a loss of external space. Swap a 6m container for a 12m container – The cost of this would be £3000 which is expensive. A next step would be that members would be involved with rationalising the contents of the current container. The collapsible stage is in there. Further discussion should take place at the next meeting.

9.Sound Systems for the Hall – JH has asked for three quotes for a PA system with a hearing loop and a fixed video projector and would bring the quotes to the committee when they are provided.

10.Fire Safety Compliance: The fire doors would be fitted from 16-18 September. The additional fire alarms would cost £1239. The committee still need to provide documentation on changes to the booking form, a fire safety policy and regular safety practices (eg testing of alarms, log book checking). The role of the fire safety officer should also be considered. These would be raised at the next meeting.

11.AOB – Housekeeping – The handle on the Ladies Toilet is broken. **Action** – SA to follow up with someone whom she thinks is suitable. Resignation of the Treasurer – the role should be considered in more detail and will be discussed at the next meeting so that actions can be taken to allow a handover to take place.

12.Date of Next Meeting – The next meeting of the Management Committee would take place at 18.15 on Wednesday 5th October in the Committee Room.