TACKLEY VILLAGE MEMORIAL HALL

Minutes of the Management Committee Held on 5 October 2022

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

Present: Katie Hofman(KH) Chair, Sharon Hogg (SH), Julien Hofman (JH), Vi Banbury (VB), Nick Hawes (NH) Treasurer, Sue Ashton (SA), Rosie Hawes (RH), Roxanna Villalobos(RV), Pat Rolfe(PR), Christine Holbrook (CH) Secretary

Apologies for Absence: Julie Wakeman (JW)

Minutes of the Meeting held on 1 September: These were **agreed** as accurate.

Matters Arising: Keys and fobs – ongoing and waiting for a locksmith. The shop need keys to the electric meter. There are three sets of keys – with Julie, Pat and Katie. There are also keys to the changing rooms. **Action –** to discuss at the next meeting if the number and distribution of keys is what is required (KH). The shop toilet – the shop staff will make their own arrangements about cleaning. Currently the public cannot use them. CCTV – there is a new camera in the parking area. **Action:** The shop are taking over the CCTV. The system will be moved into the cupboard for space reasons. A quote will be provided by the company who did the fire door. Housekeeping – still trying to sort out small jobs (eg. handle in ladies' toilet). **Action:** Will be rolled up into the caretaker's job role. The oven needs to be cleaned. Pop Up Pub -Black bins – for the 70/80 litre size it would cost £14.99. **Action:** Will look to buy several before the next pop up pub. Empties from the pop up pub – households can put out two bins of glass. An increase in bins will be useful. **Action:** Management Committee members overseeing the evening can do this. Martin will take cardboard. Cans to go in recycling bins. Fridge – the current fridge has a taker. **Action:** an order for the new fridge has been organised. New fittings – the new lights have been fitted and the fire doors. Electrics – the shop is responsible for the electric survey. **Action:** (NH) To find out the expiry date of Chris Lewis' contract.

Treasurer's Report: (NH) The current balance is £29,486.86. The fire doors have been paid for.

The Booking Clerk's Report: (JW) Further bookings have been made by the Drama School from April for the next term. The Hall is getting busy. Most days and evenings have

bookings. There has been a query from the Football Club about their Gala Day. **Action:** In the light of the new requirements within the booking procedures the Committee to discuss at the next meeting the protocol for charging/hiring in the light of past practices.

Liaison Reports: WI: A successful meeting was held in the Hall. Local History Group: The meeting went well. Shop: A grating has been placed across the fire door which creates a fire hazard. **Action: (KH)** Further liaison will take place.

Proposal: (KH) ' That the Memorial Hall be used as a 'warm space' during the winter months.' Members considered that this was an important proposal and could see the benefits for village residents. There were a number of practical/logistical challenges: the hall is already booked for much of the time; the hall could be hired but a named individual would have to sign as the responsible person and would need to open and close the hall; although there is a very efficient heating system this additional usage could lead to higher heating costs; how would individuals using the hall occupy themselves? It was thought that the Parish Council might take a lead or co-ordinating role during the winter months in relation to warm spaces. Funding for any scheme is an important consideration. VB reported that a discussion had taken place concerning use of the Methodist Hall for this purpose. There was concern that because it was a church premises it may not be a popular choice for some members of the committee. **Action:** KH to liaise with Liz Marshall and report back.

Additional Storage Space: There was discussion of partitioning the electrics cupboard and the plant room, which can only hold non-flammable items. There cannot be access to the public for either of these spaces. Areas could be partitioned off to take the overflow chairs, cleaning items etc kept under the stairs. There would need to be a door created in the wall. Modifications to the electric cupboard would cost £5682.00 and to the plant room would be £5530. The Committee **agreed** that this was an expensive outlay and other solutions should be sought. The alternative to these modifications would be to rationalise the storage in the container. A bigger container would cost approximately £6000. The Chair proposed setting up a working party to deal with the storage area problem by a major clear out of the container, the electric cupboard and the plant room. **Action:** It was **agreed** that willing committee members would join a working group and come to the Hall on 29 October between 200-400 pm to clear out as much of the junk as is feasible. The Chair has agreed to go to the dump with as much unwanted stuff as possible.

Sound Systems for the Hall: (JH) The research for this has already begun and it is hoped that a proposal can be considered at the next meeting. **Action:** JH to update members at the next meeting.

Fire Safety Compliance (JH): The fire doors have been fitted and are an enhancement to the Hall. Additional smoke detectors will be fitted on 28 October. It was proposed that another firm should take over the contract for the Fire Alarm maintenance system given the recent history and this was **agreed.** In order to be compliant with regulations a fully developed written policy is necessary. This will involve changing the booking system, undertaking fire evacuation practices and testing the fire alarms on a regular basis. There was discussion about the difference between one-off users and those using the hall regularly. It was **agreed** this matter should be further discussed at the next meeting. The role of Fire Safety Officer also needs to be further considered. The Committee thanked Julian Hofman for all his work so far.

Committee Roles and Staffing: Trustee Role: It was **agreed** that at the present time it is not necessary to replace Doreen Harvord in the trustee role. This would be considered at a later date. Treasurer: **Action:** NH would specify the role and produce an advert soon so that there could be a hand over period with the new person. Caretaker – **Action:** KH to draft a role requirement and send it out.

AOB: Chairs: SA reported on the effectiveness of the chairs in the Upper Heyford Hall. They are lightweight, comfortable and can be stored easily with tailor made racking. An initial calculation concluded that the cost of refurnishing with new chairs would be over £5,000. **Action:** This proposal could be discussed at a future meeting should the need arise.

Booking procedures and fee charging: The request that the fee should be waived for the funfair overseen by the Football Club on 30 August raised a number of issues. They did not pay a deposit and did not sign a booking form. **Action:** A request for payment should be made. KH to liaise with Macca. The issue of fee charging for one off events that are charitable, educational or involve the whole community was raised. **Action:** JW to provide a list of the one off user requests for this year that fall into these categories. The Committee should discuss the different types of users and whether discretionary/no charging should be introduced/continued.

Graffiti on the wall of the Hall: Four of the children on CCTV came from the village. KH phoned up the parents. Responses varied – one child phoned to apologise, one parent did not treat the action seriously. The Chair clarified for parents the seriousness of the incident.

The Chair requested ideas from members for a 'thank you' to Doreen Havord for her work on the Committee. **Action:** SH would follow this up.

Date of Next Meeting: The next meeting will take place at 18.15 on Tuesday 8 November in the Committee Room of the Memorial Hall.