

TACKLEY VILLAGE MEMORIAL HALL

Minutes of the Management Committee Held on 8 November 2022

The meeting took place at 18.15 at the Village Memorial Hall.

Present: Katie Hofman (KH), Chair, Julie Wakehan (JW), Booking Clerk, Julien Hofman (JH), Sue Ashton (SA), Roxanna Villalobos (RV), Pat Rolfe (PR), Sharon Hogg (SH), Christine Holbrook (CH), Secretary

1. Apologies for Absence: Nick Hawes (NH), Treasurer, Rosie Hawes (RH), Vi Banbury (VB)

2. Minutes of the Meeting Held on 5 October: For accuracy to note that it was the handle on the toilet that was secured not the lock (Item 3d). The minutes were otherwise agreed as accurate.

3. Matters Arising:

i. Expiry of Chris Lewis' contract: NH still to check the contract and indicate costs.

ii. Proposal for a 'warm space': On the basis of questions with a number of their customers staff in the shop thought there was no need for this in Tackley. Alternatives should the need arise may be: possibly seniors could get to the library in Kidlington, the pub might be considered. Further considerations may be needed in the future. The Hall is well used and would not have the availability to offer a 'warm space'. The committee confirmed that the Hall would not therefore be suitable. **Action:** The Chair will feedback the response to the proposal to the Tackley residents who raised it.

iii. Chair's liaison with Liz Marshall, Parish Council: As well as discussion of the above item a request was made to raise the flag on Remembrance Day and organise for some chairs to be outside on the day.

iv. Rationalising Storage Space: The working group meet up was a successful activity. Much of the contents of the container were taken to the tip. Three paper lamps can be made use of, with another new one bought if necessary. No one seems to know who owns the nearly new lawnmower.

v. Roles: Treasurer. Robert Maybank, who has the appropriate skills, is interested.

Caretaker: The advert has gone out and we are waiting to see the outcomes.

vi. Liaison with the Football Club: There is great reluctance to waive fees for the summer fair organised through the Football Club as it would be unfair on all the other organisations. In this particular case procedures were not followed since there was no booking form or deposit paid. **Action:** The position regarding booking the hall, paying a deposit and then paying the hiring fee should be re-emphasised.

vii. Thank you gift to Doreen Havord: SH suggested the purchase of chocolates and flowers.

4. Treasurer's Report: There is still a healthy balance though figures were not available for the meeting. The Chair would be looking into authorised signatories as at present only the Treasurer is a signatory.

5. Booking Clerk's Report: JW informed the committee that there are a number of parties that have been booked. There is a problem with individuals' names being available to the public. A booking numbers system was suggested. **Action:** JW to look into the creation of a booking numbers system to prevent the public display of names.

6. Booking Documentation and Procedures for Hiring the Hall: JH reported that it is necessary to look at policy and changes to the booking form. Booking could involve a flat rate deposit (to cover any damages). It is also important to look at Terms and Conditions. It might need to be clear about specific procedures for using just the Committee Room or the kitchen. Safety for all users must be considered and may need to be picked up in our insurance policy.

Action: members were asked to bring their ideas about this to the next meeting.

7. Sound Systems for the Hall: JH reported that he had had four replies to his request for expressions of interest. So far there are two quotes with two more due. A sound system which incorporates a hearing loop was estimated at £4,429, including the box screwed up on the wall and blue tooth enabled with one microphone and one clip together with installation. A screen and projector was estimated at £1,700. Total estimates are between £5000-£6000. As a hall being hired to the public there is a duty to provide satisfactory equipment. Further details of costs would be provided at the next meeting.

8. Fire Safety Compliance: JH explained that documentation is necessary relating to fire safety, along with child protection, data protection, fire safety and the booking form. Regular users will need to have a fire evacuation drill at least once a year, although it is not an issue for occasional hirers. Regular testing of fire alarms is needed and all problems

logged. Regular checking of smoke detectors and fire alarms is also necessary. These would be part of the duties of the Fire Safety Officer.

9. Housekeeping: The Chair noted that the floor at the end of the hall was coming up and would need to be repaired. There is also a need to provide a new tea urn. The cost of a 30 litre one is approximately £150. The lectern needs castors costing £103 and a light costs £21.88. Fire doors will need manifestations on them for safety reasons. Locks for the toilets would cost £142.74 and will need to be fitted by a locksmith. These small scale improvements to enhance the quality of the hall were **agreed** as essential. Resolutions to the storage problems were considered. However, the partitioning of the electric cupboard would cost £5000 because of the need for a firewall. Storage of the small tables and round tables were discussed. There will be further consideration of storage issues.

10. AOB: The piano tuner will come on 12 December. There have been complaints from the Drama School that the hall is sometimes cold. Advice might be to lock main doors and use the other exit.

11. Date of the Next Meeting: The next meeting will take place on Tuesday 6 December at 18.15.

The meeting of the committee finished at 19.30.