Tackley Village Memorial Hall

Minutes

of the meeting of the Management Committee held in the Village Hall at 18:30 on 14 March 2023

1. Present

Katie Hofman (KH), Chair; Julien Hofman (JH), Secretary; Robert Maybank (RM), Treasurer; Pat Rolfe (PR); Sharon Hogg (SH).

1. Apologies for absence

Apologies were received from Julie Wakeham (JW) who had sent some comments. Apologies were registered for other members who were not present because the committee group mail list did not function and they did not receive the agenda and notice of the meeting.

2. Approval of minutes

The minutes of the meeting held on 16 February 2023 were approved.

3. Matters arising (not otherwise on the agenda)

JH asked that, despite the lack of response to requests for new members to join the Management Committee, the Management Committee should continue to look for a member to help with the maintenance of the Village Hall.

4. Treasurer's Report

RM reported that the current balance stood at £23K. The following points were dealt with:

- KH would give RM a mandate form so that he could become a signatory to the Hall bank account.
- RM reported that he had been using Nick Hawes' login and had found the FreshBooks accounting package supplied by Barclays helpful.
- The direct debit in favour of Chris Lewis relating to the fire alarm system would be cancelled.
- The standing charge for servicing the CCTV system would be cancelled.
- A meter recording electricity usage in the Electrics Room was not functioning. British Gas were coming to check it on 11 May at 14:00. RM said that British Gas could not ask for more than one year's usage if the meter had ben defective for longer than a year.
- RM had raised with David Bray the matter of the reduced fee of £20 being paid for the use of the changing rooms by the football clubs. The proposal was that instead of the previous £40, the football clubs should pay £30. This was to be in consideration of their doing their own pitch marking.
- The question of paying for using the Hall to discuss the future of the Pub was raised. It was agreed that RM was to contact June Collier about paying for the use of the Hall.

5. Booking Clerk's Report

It had not been possible for the subcommittee that was to look into revising booking procedures to meet. KH reported that JW had asked that, because of problems she had encountered, the booking form be taken off the Village Hall website and anyone wanting to book the Hall be asked to contact her directly so that she could send them a form to sign with

the correct booking fee. KH would contact Mary McIntyre and ask to do this. It would also be necessary to make some changes to the webpage to explain the new procedure.

The subcommittee would try to meet before next Committee Meeting to present proposals for an updated booking procedure and the fees to be charged.

JW being absent, there was no further discussion about making more use of Facebook and whether the Hall should use the Tackley Village Facebook page rather than the Hall Facebook page to promote the Hall.

6. Sound System

The Committee approved a revised contract with OxfordAV to install an AV system with hearing aid loop in the Hall. The revision to the contract was to include equipment to play DVD/BluRay disks and to stream from the internet or from Bluetooth devices. The cost of the system was now £5169.00 excluding VAT. The committee agreed to a 50% deposit before work would begin in April once the Drama School were not using the Hall.

The Committee also agreed that JH should discuss with OxfordAV the possibility of installing an overhead projector and screen in the Committee Room.

7. Fire Safety and Compliance

JH reported that he had been in touch with ProTech Fire & Safety and been assured that all the items described in their quotation of January 2023 were necessary to comply with the fire safety regulations. The Committee agreed that JH should ask Protech Fire & Safety to take responsibility for the Hall's fire safety and invoice the Hall according to their quotation as these services were provided.

8. Housekeeping

The clearing of the Committee Room was under way. KH had removed all the books and jigsaw puzzles and was looking into disposing of other materials that were being stored there. Sue Ashton had been in touch to say that the TLHG were looking into how to remove the display cabinet and display boards.

There was a request for tumblers in the kitchen. KH would order some.

The controls for heating the Hall needed to be made clearer.

9. Feed in Tariff (FiT)

There is no official documentation but it is clear from the publicity surrounding the Green Streets application that the FiT was going to support the Hall, the Shop and the Churches. RM pointed out that the way the tariff was split, as outlined in the Minutes of the February 2023 meeting, was arbitrary and nothing would be gained by trying to renegotiate it. RM did make the point, however, that the cost of any maintenance to the solar panels or the system should come out of the FiT before it was distributed.

10. Liaisons' Reports

None of the committee members who represent groups using the Hall had anything to report.

11. Any Other Business

JH drew attention to the announcement that the BBC was going to temporarily suspend its licence fee for Coronation weekend from May 6 to May 8. The dispensation will make it possible for venues like town halls, cinemas, and churches to stream the Coronation ceremony and the Coronation concert without needing to purchase a TV. He suggested the

Parish Council might like to sponsor screening of one or both events using the AV equipment in the Village Hall. The Village Hall could run the Pop up Pub and other village groups might sell refreshments from the Hall kitchen. He stressed that he did not believe the Village Hall should run such an event. KH would talk to the chair of the Parish Council.

12. Date of Next Meeting:

The next meeting of the Management Committee would be on Tuesday 25 April at 18:30 in the Committee Room.

The meeting finished at 19.15.