

Tackley Village Memorial Hall

Minutes

of the meeting of the Management Committee
held in the Village Hall at 18:30 on 25 May 2023

1. Present

Katie Hofman (KH), Chair; Julien Hofman (JH), Secretary; Robert Maybank (RM), Treasurer; Julie Wakeham (JW), Booking Clerk; Pat Rolfe (PR), Vi Banbury (VB); Roxana Villalobos (RV).

2. Welcome and apologies

KH welcomed everyone to the meeting. Sharon Hogg had sent her apologies.

2. Approval of minutes

The minutes of the meeting held on 25 April 2023 were approved without amendments.

3. Matters arising (not otherwise on the agenda)

3.1 Pop-up-Pub and Gardiner's Arms

KH had spoken to Geoff Chambers about the request from the Gardiner Arms Community Interest Group (GACIG) to hire the Hall to run a Pop-up-Pub to raise funds for GACIG. The proposal was to run the Pop-up-Pub on Friday evenings from 17:30 – 20:30 from the end of June to August. GACIG would also need access to the bar on Thursdays to install a beer keg. Depending on interest there might be further requests to run the Pop-up-Pub at other times.

There was unanimous agreement to the Friday evening proposal subject to the usual conditions for repeat bookings of the Hall: that a named member of GACIG sign the booking form and be responsible for GACIG complying with the hiring conditions and for paying the hiring fee. GACIG is free to book the Hall and the bar in the same way to run a Pop-up-Pub at other times.

Any agreement with GACIG will be subject to two special conditions. First, that GACIG will remove its stock from the bar should a booking for another event take place over a weekend. Second, that any additional bookings (on a Saturday and/or Sunday lunchtime) will be subject to 2 weeks' notice from the Committee should there be a booking for a large event for the whole day in question.

As with all repeat bookings, GACIG will be invoiced for all Friday bookings from June to August at the end of the period. If GACIG gives advance notice that it is not running a Pop-up-Pub on a particular Friday, it will not be invoiced for that evening. GACIG will be charged the usual fee for a village group hiring the Hall. This will be £20 for three hours on Friday and an additional £6 for access to the pub on Thursdays. Additional hours over the three hours will be charged at £6 an hour.

The Committee noted that Hall's main source of income was the hiring fees and that the Hall was a registered charity serving the whole village. For the Hall to subsidise GACIG's fund-raising would be unfair to other village groups that hired the Hall for charitable purposes.

PR pointed out that the Hall had pioneered running a Pop-up-Pub on Friday evenings and that by allowing GACIG to run a Pop-up-Pub the Hall was depriving itself of what had been a significant source of income.

3.2 Gas BBQ

There had been a query about using the gas BBQ in the container and who owned it. KH will speak to Liz Marshall and ask if it belongs to the Scouts. If it belongs to the Village Hall it will be necessary to set a fee for using it and have some arrangement about refilling the gas canisters.

4. Treasurer's Report

RM reported a number of matters:

- The Barclays Bank mandate for RM had gone through and RM was now a signatory on the account.
- The AV installation was now covered by the insurance policy.
- RM was invoicing users for their repeat bookings and would inform them that in future the hiring fees would reflect the fees stated on the Hall website.
- The Drama School would be charged the repeat rate for the occasions it booked the Committee Room.
- It was agreed that the Football Club would be charged £30 per match for the use of the Village Hall changing rooms.
- RM reported that a smart meter had been installed in the electrics room. He noted that the charges for electricity were substantial and that it was not clear what equipment was using the electricity. KH will contact the individual who had installed the ground source heating and ask him to recommend someone to survey and report on the Hall's heating equipment and electricity usage.
- The Parish Council had paid for the use of the Hall for the meeting to discuss the future of the Gardiner's Arms.
- RM was having some difficulty reconciling the payments for hiring the Hall and the bookings. He would keep in touch with JW about this.

5. Booking Clerk's Report

JW reported

- The Drama School had booked for the next academic year.
- The proposed Beer Festival was not going ahead.

6. Sound System

The AV system had been installed and was now working. JH had been reluctant to publicise it because the Hall had no BBC TV licence and it was possible to use the Village Shop wifi to stream live broadcasts. RM proposed paying for a TV licence and the Committee agreed.

Streaming using the Village Shop wifi is unreliable. KH had been trying to talk with Andrew Smith about the Hall contributing to improving the Village Shop wifi. KH will take this up again with Andrew when he returns from his holiday.

JW would give KH contact details for the Drama School so that KH could find out if the Drama School would be interested in an AV system in the Committee Room.

7. Fire Safety and Compliance

JH reported that ProTech Fire & Safety had completed the required annual fire safety survey but that he had not received the paperwork. KH asked him to chase up ProTech Fire & Safety.

8. Housekeeping

The following matters were raised:

- KH would ask David Bray to get one of the football team to quote for painting the outside of the Hall. RM asked that the Hall be painted in a Cotswold stone colour rather than yellow.
- VB noted that the tabletops were badly stained and JW would see to bleaching the tops of the tables in the Hall

9. Co-opting the Craft Club onto the Management Committee

It was agreed by all present that the Craft Club should have a representative member on the Management Committee. This required approval of 2/3 of the committee members. Sharon Hogg, who was not present, had previously given her approval. The Craft Club representative is likely to be Julie Farren. KH will advise Julie Farren that a member of the Craft Club could join the Management Committee at the next meeting.

10. Liaisons' Reports

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

11. Any Other Business

None of the committee members had anything to raise under this heading.

12. Date of Next Meeting:

The next meeting of the Management Committee would be on Thursday 22 June at 18:30 in the Committee Room.

KH gave notice that there would be no meeting in July and the following meeting would be in early August.

The meeting finished at 19.20.