

Tackley Village Memorial Hall
Minutes
of the meeting of the Management Committee
held in the Village Hall at 19:30 on 3 June 2024

Present:

Julie Farren (JF), Chair; Carl Hicks (CH), Vice Chair; Matt Ollman (MO), Secretary; Robert Maybank (RM), Treasurer; Julie Wakeham (JW); Catherine Chaytor (CC); Charlie Macke (CM); Tony Perry (TP); Angela Allen (AA); Pat Rolfe (PR)

1. Welcome and apologies

JF welcomed everyone to the meeting.

Apologies received from Maxine Ward, Sue Ashton, Sharon Hogg, Roxanna Villalobos

2. Approval of minutes of the March meeting and matters arising

The minutes of the meeting held on 13th May 2024 were approved.

Matters Arising

- **Football team and paint.** JF reported that the paint has been received. Keys still to be returned. Changing rooms have been cleared.
- **Land registry - official custodian.** JF reported that the forms had been completed online and acknowledgement of receipt received from the charity commission. MO to re-check land registry in August.
- **Laminated notice for table trolley.** MO reported that on further investigation there was an instruction label on the trolley; however 3 additional tags of clearer instructions have been added.
- **Ladies toilet door stops and disabled toilet hand dryer.** CH reported that these have been fixed - switches on the dryer itself were off. Piano fixed too.
- **New BBQ.** CC shared with the committee her research. The committee decided to place an order for the large blackstone bbq at £739. CC to order the BBQ in time for Friday if possible and RM to reimburse the expense.

3. Finance

- RM reported that the balance in the Hall's bank accounts is £28,200 + £14,200 capital fund for Pop-up-pub which includes a £500 donation from the Horse Show to be used for Village Hall development. Pop-up-Pub surplus in May £2,800.
- RM updated the committee that we are still waiting on HMRC to respond to the Gift Aid application before the Just Giving application can be completed. A letter received today from them suggests that the charity is already registered for gift aid but contacts need to be updated. It is likely that the registered contact is a previous treasurer, possibly Mike Willemite or Nick Hawes. RM to follow up with HMRC.
- RM referred back to a previous meeting when the performance of the solar panels was questioned. British Gas have reported that they monitor the output and the panels are performing at around 20%

more than originally estimated; the panels are in good condition and therefore it is not of current concern.

- Electricity use was discussed and how the consumption is split between the hall and shop. MO reported that there is an electric meter in the meter cupboard that is labelled “Shop Check Meter” but would need some investigation to determine what it is recording. Agreed that TP and MO will investigate and start taking weekly readings.
- RM has investigated the requirements for the formation of a CIC for the trading arm of the charity. It was suggested that the CIC is set up initially with three directors who will be Julie Farren, Matt Ollman and Robert Maybank. The three will meet in the hall on Wednesday 5th June at 2pm to complete the set up.

5. Booking Clerk’s Report

- JW reported that the Drama School have booked their usual slots from September to March.
- JW asked if the Pop-up-Pub would be repeating the Christmas and New Year openings like last year so that these can be booked in to avoid any clashes. MO thought it was extremely likely and therefore bookings added for Christmas Eve, Christmas Day, Boxing Day, New Years Eve (in addition to the Fridays already booked.)

6. Housekeeping

- **Xpelair fans.** JF confirmed that Giffords electrical have now fitted the new Xpelair fans; these work in the same way as the previous fans so can both extract or intake air, or can be set with one intake one extraction. In addition to the fans a double socket was added in the plant room as there was previously no facility in that area.
- **AV System.** RM reported that a request has been sent to OxfordAV to resolve remaining AV System issues and to make a proposal for outdoors speakers. The request was acknowledged, but so far no response. MO asked if the hearing loop had been investigated. RM has tested with the loop tester successfully but the suggestion is to get Tim Knight to come and test with a hearing aid. RM has investigated a separate system for outdoor use and MO advised that there are already some speaker tripods in the container. RM to review their suitability.
- **Other.** CC asked about utilising the paint. JF suggested that the paint is used on the outside space by the bar and kitchen to freshen up that space. Committee to review the colour and decide when this could be completed.

7. General Admin and Compliance

- **Risk Assessment.** JF reported that updates to the risk assessment are still on-going and will report further to a future meeting.
- **Shop Lease.** TP will circulate this week. Discussed that the opening paragraph of the lease provides for variance and therefore if the electricity clause needs to be updated from the current 50/50 split this can be actioned.

- **Terms and Conditions of Hire.** Not discussed at this meeting as Maxine was unable to attend. Will add to the agenda for the next meeting.

8. Future Direction of TVMH

- **Extending the hall - Fundraising.** JF requested that the donation from the Horse Show of £500 that is to be used for development be put towards the imminent architect fees. JF proposed that the committee start fundraising where possible to initially cover the architects £2850+vat. fees. This coming Friday there is an opportunity for the committee to provide food at the pop up pub. CH agreed to bbq and it was decided to provide hot dogs, burgers and ice creams. All agreed this will be actioned by CH MO CM CC AA.
- JF reported that she is starting to look for any grant opportunities for village hall development. Tessa Hall has shared some potential leads and JF will follow up.

9. Liaisons' Reports

No reports.

10. AOB

- TP reported that the Shop AGM will be held on the 27th June in the Committee room.
- David Bray from the football team has enquired about a charity football match. JW will respond with potential dates available.
- Following the previous meeting the issue of noise from the changing rooms whilst the hall was in use was raised with the football team who have responded. The committee have agreed that this will be monitored next season but we will not prevent use of the changing rooms for evening fixtures at this time. The football team will be advised by the bookings clerk if the hall is booked when they are using the changing rooms.
- AA asked if the committee would be publishing meeting minutes on the Tackley Village Website. JF requested MO to share approved minutes with Mary McIntyre so that this can be done. MO reported that he only has access to minutes since joining the committee in February so there will be a large gap on the website. Action MO to submit approved minutes since joining the committee (then ongoing action to keep up to date)
- TP reported that there had been a further incident of water ingress in the shop following extremely heavy rain. The committee agreed to monitor the situation.

11. Date of Next Meeting:

Next meeting to be held on Monday 8th July 2024 19:30. Apologies received from JF so CH to Chair.

The meeting ended at 20:50.