Tackley Village Memorial Hall

Minutes

of the meeting of the Management Committee
held in the Village Hall at 19:30 on 8 July 2024

Present:

Carl Hicks (CH), Vice Chair; Matt Ollman (MO), Secretary; Robert Maybank (RM), Treasurer; Julie Wakeham (JW); Charlie Macke (CM); Tony Perry (TP); Pat Rolfe (PR); Sharon Hogg (SH)

1. Welcome and apologies

CH welcomed everyone to the meeting. Apologies received from Julie Farren, Maxine Ward, Sue Ashton

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

The minutes of the meeting held on 3rd June 2024 were approved. MO commented that the item numbers had been updated following circulation, the google drive master (and signed printed copy) was now correct. All Matters arising are covered on the agenda.

3. Finance

- RM reported that the balance in the Hall's bank accounts is ***£23,111 + £15,483*** capital fund. Pop-up-Pub surplus in June ***£1,488.***
- MO queried what payments had been made as the bank account is around £5000 down from last month. RM advised, Architects fees, Insurance for the Hall and new extractor fans.
- Insurance for the Hall has been paid. £1406. Initially Allied Westminster refused to include the CIC in the cover, but have now agreed that they can in a separate policy. Currently waiting for a proposal.
- RM advised that the CIC for the trading arm of the charity is now established and although utilising the same bank account the transactions will be reported separately. The committee expressed thanks to Tim Knight for his assistance. The future bar takings from pop-up pub will be accounted for in this vehicle. Day to day running and in-frequent fundraising will remain separate.

4. Booking Clerk's Report

- JW reported Jerome Sale Saturday 7th Sept bar requirement.
- SH reminded the committee that the freezer was needed for this week's Silver Threads. MO advised it was empty.

5. Housekeeping

- **Lights left on.** MO reported that on a number of occasions he has found the toilet lights left on when opening the hall up and on one occasion all of the hall lights appeared to have been left on overnight. This is obviously not very environmentally friendly and has a direct impact on electric cost. It has been suggested that fitting motion sensors in the toilets and a reminder to hall users to switch off the lights and check doors are locked when vacating. Quote for motion sensors from Craig Gifford for the Ladies

and Gents of £296 JW advised that the disabled toilet is also often left on. Meeting agreed to accept Craig's quote and ask that the disabled toilet is also included.

- **AV System.** RM reported that an outdoor PA system has been purchased for £360 and delivery is expected 11 July. It was agreed to purchase an additional preamp for £300 for the AV system. This will mean that all of the channels will then be played through all six of the hall speakers without the need to select channels. RM will follow up with Mark Calkin to take a look at the hearing loop.
- **Other** Leaks into the shop. CH reported that he has been up on the roof - corner of the hip flashing needs repair. There are also a number of tiles broken or missing on the ends of the hall. CH will replace these tiles and that may resolve the issue. MO advised that a roof ladder could be made available and he will ask Graham Agutter to assist. Action MO\CH\GA.

6. General Admin and Compliance

- **Risk Assessment.** JF reported that updates to the risk assessment are complete and the action from the report was to provide a rubber strip to cover any trailing cables this has been completed. JF to circulate the report for the committee to review.
- **Terms and Conditions of Hire.** Note to discuss at next meeting.
- **Formation of CIC.** This was discussed in the finance report.
- **Monitoring electricity consumption.** The committee agreed to start recording the import, export and shop check meter. Once a reasonable amount of data is available we can discuss how the electricity bill should be split between the shop and hall.

7. Future Direction of TVMH

- **Extending the hall**
    - **Formation of a sub-committee to review plans** TP advised that Judy Robson and TP would represent the shop on this CH and RM also agreed to join this sub committee. Further hall committee members can be added when people return from holiday.
    - **Formation of a sub-committee for grant applications** CH requested that the committee consider themselves and any contacts from within the village with experience that could be called upon to volunteer for this. Action All
    - **Fundraising.** MO advised that there is a further opportunity for fundraising by providing food at Pop-Up pub on Friday 26th July. CH agreed to bbq and it was decided to provide hot dogs, burgers and ice creams. All agreed. Action MO to contact the rest of the committee and agree volunteers.

8. Liaisons' Reports

- TP advised that the shop would like to spruce up the area at the front and would it be OK for the shop to paint that area. All agreed.
- TP also advised that he is having some issues with the shop bank account requesting additional information for all payees and he is not currently able to make payments to the hall apart from the regular rent payment. This will hopefully be resolved soon but TP will advise if not.

9. AOB

- RM advised that there is currently a dispute with the football team, they were invoiced for £90 and say they have paid it but the hall account has not received it. The football team have shared the details that they have used and these appear to be correct. The committee agreed that the onus is on them to get the money to us and they need to follow up with their bank, this is not something we should get involved in.

10. Date of Next Meeting:

It was agreed to not meet in August to avoid holidays, however the committee can communicate via email and the WhatsApp group. Therefore the next meeting will be held on Monday 9th September 2024 19:30.

The meeting ended at 20:33