Tackley Village Memorial Hall

Minutes

of the meeting of the Management Committee
held in the Village Hall at 19:30 on 7 January 2025

Present:

Julie Farren (JF), Chair; Matt Ollman (MO), Secretary; Robert Maybank (RM), Treasurer; Julie Wakeham (JW); Catherine Chaytor (CC); Angela Allen (AA); Maxine Ward (MW); Richard Holland-Oakes (RHO); Charlie Macke (CM);

1. Welcome and apologies

JF welcomed everyone to the meeting.
Apologies received from Sharon Hogg, Carl Hicks, Roxanna Villalobos, Tony Perry, Pat Rolfe

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

The minutes of the meeting held on 4th November 2024 were approved.
All matters arising are covered on the agenda.

3. Finance (RM)

- The balance in the Hall's bank accounts is **£27325 + £25159** capital fund. Pop up Pub surplus Nov/Dec was £1932
- The Pop up Pub has made a donation of **£17773** to TVMH capital fund, which means that the annual CIC profit is £0.
- The Accounting Reference Date for the CIC has been changed to 31 Dec, so that it aligns with the Hall. It is recommended to use an accountant to produce the CIC submissions for Companies House and HMRC. The intention is to approach the accountant who does this for the shop; the shop is also a CIC.
- As a company, the CIC is liable to a charge from the Information Commissioner's Office. Following their guidelines, we have registered to pay a fee of £0.
- We have paid the fee for the PPL PRS licence for using recorded music in the hall.

4. Booking Clerk's Report

- JW - Thursday night stretch class to be invoiced in arrears monthly at the same rate as Zumba previously.
- Drama school are back in from the 15th January.

5. Housekeeping

- **Roof repairs** JF reported that the roof repairs have been completed. More tiles than they originally thought were required. No confirmation that the shop leak has been fixed so we will continue to monitor. Costs were £1450+VAT
- **Climbing on the roof** MO advised that he has purchased the anti-climb paint and will apply when we have a couple of dry days together. Appropriate Facebook\Tackley mail out posts to be made advising that this has been done. Action MO
- **Wood block floor in main hall** JF reported that the floor has been re-sanded flush.
- **Ladies toilet door lock** JF reported that Martin Harris has fixed this and also installed the notice board.

- **Heaters in the hall** JF reported that the thermal fuses had gone in two of the heaters and have been repaired by Craig Gifford. All hall heaters are now working.
- **Microwave in kitchen** JF reported that the microwave no longer works so this will be replaced with a commercial microwave at a cost of around £200.

6. General Admin and Compliance

- **Terms and conditions of hire** JF reported that JF/JW/MW have had a meeting and confirmed that the terms and conditions are now up to date. JF will ask Deborah Ollman to proofread them before they are replaced on the website and sent out to all the regular hall users. The only outstanding requirement is to review the Safeguarding policy as this is referenced. Action AA.
  A discussion as to whether the insurance policy should be published on the website as part of the terms took place; it was agreed that the display of the Insurance Certificate in the hall entrance was sufficient.
- **Updating land registry** JF Sarah Dark emailed to say that the land Registry will take 12 weeks. Leave on agenda for future meetings.
- **Shop lease** JF/MO confirmed that the shop lease has now been signed. JF to scan and add to drive. Action JF
- **Food Waste Management** JF reported that changes are imminent in March for the separate disposal of food waste. However the requirement for micro-organisations with 10 employees or fewer is March 2027.
- **TVMH AGM** JF confirmed the agreed date (from the last AGM) for the AGM 10 February at 7pm. We will provide 2 weeks notice on the notice boards and social media/tackley mail out. Action MO

7. Future Direction of TVMH

- **Extending the hall** CC reported that she had been to the Parish Council meeting and it was agreed that a form for the villagers feedback on the proposed spend of the S106 money would be included in the next village newsletter. This will delay any further discussion or decision for a couple of months. RHO commented that the Parish Council would appreciate further information from the committee with regard to the target of the fundraising for a village hall extension. JF agreed to discuss with the architect and quantity surveyor to get this information for the Parish Council. Action JF

8. Liaisons' Reports

- No reports

9. AOB

- JF reported that the current TVMH charity is a charitable trust and therefore the trustees of the charity are personally liable and would need to be the legal individuals who entered into any contracts for development. It is now possible to set up charities that are a legal entity in themselves and these are called Charitable Incorporated Organisations (CIO). Unfortunately there is no method of converting a charity so a new charity must be established, any assets transferred and the old one closed. There will be a meeting of the trustees in the near future to discuss this further and agree on a path forward.

10. Date of Next Meeting

The AGM will be held on Monday 10th February 2025 19:00.
The next meeting will be held on Monday 3rd March 2025 19:30.
The meeting ended at 21:05