

TACKLEY VILLAGE MEMORIAL HALL  
MANAGEMENT COMMITTEE MEETING

19 October 2017

Present: Barbara Vaughan (Chair), Katie Hofman, Doreen Havord, Pat Rolfe, Les Summers, Mike Willemite.

Apologies : Jan Grimwood.

1. Minutes of previous meeting

Proposed by PR and seconded by LAS.

2. Matters arising

· Toe2 has provided £3000.00 towards the cost of installing radiators. The balance of £1500.00 was approved by the Treasurer. Toe2 will pay on receipt of invoice.

· BV is trying to contact Ofgem regarding the heat source pump, and it was noted that this will be a long process.

· MW is trying to speak to Castle Water, and is compiling a comparison between 2017 water usage and the previous two years. BV raised the fact that the tap for the allotments is linked to the Hall water supply, and that Richard Banbury used to monitor this and collect contributions. BV undertook to ask Julie Farren to check back in the records when this was last done, and it was agreed that this should be reinstated.

3. Housekeeping

· BV reported that one of toilet seats in the ladies toilet requires fixing. She has made a temporary repair, and LAS will look at this.

· BV reported that the leak in the men's loo has been identified as coming from the tank. DBV will ask DS to have a look at this.

· BV reported that Mel is settling in to the deep clean, but that it has not yet been completed. PR reported that Mel has been doing a lot of clearing up after events, and this has delayed the clean. MW and BV to liaise regarding a timesheet and contact details for Mel. PR and DH agreed that the Hall looked cleaner. BV to monitor how the cleaning goes. A bolt is required on the right hand cupboard door in the main hall, as drama students have been using Silver Threads equipment and supplies. BV to speak to Mel about aspects of cleaning and the possibility of increasing her hours.

· LAS & BV to liaise in November regarding power washing the walls.

· MW will remove the lawnmower; DH, BV and Eileen Willemite will sort out the rest of the items before the end of November. LAS raised the matter of shielding the container with

plants. BV reported that this is still a possibility, but that resources and other priorities had intervened.

- BW advised that the lantern covers need replacing and that there are a few other items required from IKEA. BV to supply MW with a list, and he will purchase on 7 November.

- BV has checked the PAT testing and reported that high use items need annual testing, and that Dane Walker will do this.

- MW reported that the Insurers require a copy of the Insurance Certificate for hard wiring testing, as a prerequisite for a discount in the premium. The testing is due and will cost in the region of £950.00, Scottish & Southern Electricity have checked the wiring into the box, and the box will be replaced at their cost. KH to remind MW to obtain confirmation of this in writing.

DH enquired whether there is a projector and microphone in the Hall. BV advised that there is a screen in the electric cupboard and hook on the rear wall. There is a set of speakers and a microphone which BV will ask DS to have a look at.

#### 4. Fundraising

- Gus night is scheduled for Friday 17 November. BV will arrange bar staff.

- The pop-up pub made approximately £2000.00.

#### 5. Finance

- MW reported that there is £8341.99 in the bank. The accounts have been submitted to the Charity Commission, and if they have been scrutinised, they will be published online. BV will check this.

#### 6. AOB

- LAS enquired about the memorial plaque and BV advised that the white plaque has been taken from the Committee Room for her to ask Pierre Macke if he can let us have another copy from the original. Carl is still busy with the clean of the wooden notice and BV will remind him. It was agreed that there is nothing to stop us using the word "Memorial" in our communications, and it was agreed that this should be done.

- Date for Christmas party is to be confirmed, but 12 December was suggested.

- Date of next meeting : Thursday 16 November.

There being no further business, the meeting closed at 18.40.