

**Tackley Village Memorial Hall**  
Management Committee  
Minutes of meeting held on 11 October 2018

Present: Barbara Vaughan (Chair) BV; Les Summers (V Chair) LAS; Mike Willemite (Treasurer) MW; Doreen Havord (DH); Pat Rolfe (PR).

1) Apologies for absence: Katie Hofman (Secretary)  
(In whose absence draft Minutes were prepared by LAS)  
Jan Grimwood

2) Minutes of the meeting held on 20 September  
Approval was proposed by DH and seconded by PR.

3) Matters arising –

i) Hall/Shop Sign: BV reported that Will Machin and Carl Hicks had completed the re-erection of the sign, the insert to which had been produced by AMPM. It was considered that since the pole extended 1.5 metres below ground level its security was assured. A small gratuity in kind would be given to those completing the work.

ii) Stage Floor: BV reported that she had informed Dawn Chambers of the committee's decision regarding this, and drawing attention to the concerns expressed about the accessibility of the trolley carrying the stage when it was out of use. There was also a question about the length of time between the removal of the stage and the renewal of the floor. She would discuss with Dawn the possibility of obtaining steps to match the new stage.

4) Finance: MW reported that there was no great change in the financial situation. There were currently funds totalling £9,539.40 available and that income over expenditure for 2018, to date, was £295 64. BV added that the Pop-up-Pub and the Drama School provided considerable help in maintaining the cash flow to which MW replied that he was concerned that should this income cease the hall could be in difficulties. He thought it essential to work up a reasonable sized bank balance as a contingency. BV agreed, expressing concern about the windows in the committee room and the flag pole outside.

5) War Memorial Plaque

MW said that the position currently was that with no decision having been made, despite various discussions, it was felt that the best way forward was for TVMH to have a joint meeting with Richard Holland-Oaks and the Chair of the Parish Council, to thrash out a mutually acceptable decision. MW said that the Parish Council should be asked to put in writing that their insurance covers the plaque and, in the event of theft, any damage to the hall structure or its property. He explained the method by which it had been suggested the plaque could be erected, given the decision to go ahead. Conscious that time was short he had spoken to C Hicks who had said that he would find the time to do this job before the 11 November, given agreement as to how to put it up. Currently the weight was not known but it was sized approximately 24" x 36". BV added that Woodstock police had been asked for formal advice on the proposal to put the plaque on an outside wall. LAS said that he strongly supported MW's suggestion of a joint meeting and it was agreed that BV and MW would represent TVMH.

6) Coffee Shop Archaeological exhibition (The Dig) There was no further information about this but in relation to its layout BV expressed the view that more space could be achieved by replacing the book shelves currently hung on the back wall of the coffee shop with a free standing book case. LAS agreed to ascertain the cost of such a bookcase from the surplus stores shop at Eynsham.

7) On the matter of the refund from Ofgem BV reported that they were still refusing despite the recent change in the regulations. She proposed to discuss this further with them and also to take advice.

#### 8) Committee structure

BV circulated a list of 'jobs' that needed doing in the hall, some of them on-going, others one offs. She suggested that these tasks could be allocated to various committee members and there was some discussion on this. It was agreed that she should circulate the list so that members could give it mature thought and then come forward.

#### 9) Treatment of chairs and tables by hirers

Concern was expressed about reports that the new chairs were being mistreated. BV said that she would circulate regular hirers about this and LAS said that he would produce a notice to put up by the chair stall.

#### 10) VH rubbish bins

Committee members were not certain which bins belonged to whom or where they could be best positioned. Repositioning them was discussed. BV said that she would ask the caretaker to place the grey domestic bin at the front of the hall for emptying each Tuesday.

#### 11) Any Other Business

i) DH reported that for two nights the previous week and a further night currently, the hall lights had been left on all night. No one was sure who was responsible although it was possibly the Drama School must to blame. It was thought that some people may not know where the light switch is situated. BV would notify the DS about this.

ii) MW reported that he had agreed with the Parish Council to meet 50/50 the cost of repair and replacement of paving slabs at the side of the hall. LAS added that he had asked that at the same time that this was done, some effective means should be found to obviate the growth of grass and weeds between the slabs.

iii) PR said that the new boiler in the kitchen worked well but there was a need for a bigger one. The cost of a bigger boiler not being very substantial LAS proposed that one be purchased. This was agreed.

iv) LAS reported that the PC had been approached by a resident wishing to place a memorial chair outside the hall. At his suggestion the resident was to be referred directly to the VH committee.

v) LAS reported that there were several ceiling tiles in the main hall out of place. It was recalled that this resulted from a recent hiring and arrangements would be made for the group concerned to replace them properly.

12) Next meeting: 18.00, 5 November at the chair's residence.