

D R A F T

**MINUTES OF THE MEETING OF THE  
VISCOUNTESS BARRINGTON'S MEMORIAL HALL AND RECREATION GROUND TRUST  
HELD IN THE MEMORIAL HALL, SHRIVENHAM ON MONDAY 6<sup>th</sup> OCTOBER 2008**

**PRESENT:** Councillor R Bartle  
Councillor Mrs C Dawson  
Councillor Mrs S Day (Chairman)  
Councillor K Downton  
Councillor C Holman  
Councillor Mrs P Mullin  
Councillor G Tidmarsh  
Councillor B Watson

In attendance Mr D Pratt

**APOLOGIES:** Councillors P Saunders, S Howell, S Spencer

**957 MINUTES OF THE PREVIOUS MEETING**

The minutes of the Meeting of 1<sup>st</sup> September were approved and signed.

**958 MATTERS ARISING**

**940/929/919 Cigarette Bins.** Work has been completed.

**940/929/922 Window coverings.** The Chairman reported that the curtains were now in place in the storeroom and that the blinds were due to arrive shortly.

**940/929/924 Cycle Racks.** Now installed.

**940/931 Electrical Tests.** Austin Electrical had visited the Hall flat and would shortly arrange a date to carry out the work.

**940/935 Fire Doors.** Cllr Holman would endeavour to inspect the doors prior to the next meeting.

**945 VAT on Services.** Having received information regarding VAT registration, the Trustees unanimously agreed that in their opinion the Trust was not liable to charge VAT on services and sales.

**952 Manor Lane Entrance.** The Chairman reported that the tree work was due to take place during the following week, followed by flailing surrounds in preparation for landscaping and installing the gates. It was pointed out to Trustees that some fencing would need replacing.

**959 ACCOUNTS**

Cheques paid in September and for payment in October were approved.

**960 CHAIRMANS ANNOUNCEMENTS**

There were none.

**961 SWIFT**

The Chairman proposed that the certificate be displayed in the lobby, adjacent to the plaques for hall funders.

**962 FOOTBALL CLUB**

The minutes of the meeting held on 20<sup>th</sup> September were confirmed. The Chairman believed it had been a very positive meeting and realised that the Football Club members had worked hard to achieve their current

success. With regard to the access track, in her opinion the residents of the VB Homes Trust houses were responsible for more traffic movements than the Football Club. Recreation Ground contractors also used that track and she proposed that the maintenance costs be split 40% to the Club, 40% to residents and 20% to the Trust. Cllr Bartle pointed out that the VB Homes Trust had never been asked for a contribution before and it would seem unlikely that they would agree to pay. Cllr Tidmarsh could see no harm in requesting a contribution. The Chairman was concerned that a refusal to pay would mean that this Trust would be responsible for the full amount. Cllr Tidmarsh thought that a 50/50 split between the Club and ourselves could be the outcome. Cllr Watson was asked to give an estimate of costs for an acceptable surface finish and he indicated a sum in the region of £10,000 with a possible 10-yearly maintenance cost. Cllr Bartle was concerned that the Club pay a peppercorn rent and could see no reason this Trust should take on the responsibility of the track maintenance. The Chairman felt it was unfair to the Football Club to be burdened with the full maintenance charge and pointed out that when the houses were first built in the 1920's there was very little vehicular traffic. **The Trustees considered asking for Section 106 contributions from the developer of the new house to be built.** Cllr Tidmarsh suggested obtaining a legal opinion as to whether the increased vehicular traffic movements could be used as a way of ensuring that the maintenance costs were fairly divided. Cllr Dawson was concerned that the proposed fence would preclude vehicles from turning around and **suggested that a space be left to allow for this manoeuvre.** Cllr Watson proposed that the Trust should look at the access, costs and site layout before taking a decision. It was agreed that the Chairman and Vice Chairman would visit that area. Cllr Holman understood that the rental was now up for review and asked whether the rent should be increased. Cllr Downton pointed out that the Parish Council rental agreement with the Bowls Club allowed for an increase in line with the rate of inflation on an annual basis. He was also concerned that any increase would put a burden on the Club who already had large expense in maintaining their position in the League. Cllr Tidmarsh proposed, seconded by Cllr Mullin, that the rent be increased from £250 to £350 per year. **The Trustees, with one objection, resolved to increase the annual rental to £350.** With regard to the wording of the current lease, it was agreed that **members would receive copies of the lease and contact by email with other Trust members.**

### **963 CHESTNUT TREES PRESCHOOL AGREEMENT**

Trustees were circulated with a copy of the previous agreement, which was now due for renewal. The Chairman was concerned that if the rental was increased it would deter the Pre-School. **Cllr Holman proposed that a new agreement state that there would be annual increases in line with inflation.** The Trustees unanimously accepted the proposal.

### **MEMORIAL HALL MATTERS**

#### **964 ROOF REPAIRS**

After some discussion regarding the quote of £2,975 for the repairs to the roof, and having been assured that the company (P Morse Roofing Ltd) were experts in the field of Cotswold stone tiles, on the proposition of Cllr Mullin, seconded by Cllr Dawson, it was unanimously resolved to accept the estimate in the sum of £2,975. Cllr Mrs Dawson was concerned that the scaffolding to be erected by the contractor could be used unlawfully and whether this action would be covered by the hall insurers. It was pointed out that the contractor carried £5 million public liability insurance and that any claim would be against the contractor and the scaffolding company.

#### **965 HALL LIGHTING**

Cllr Watson circulated a brochure which gave an idea of how the hall lighting could be updated. The options available to the Trust were to replace the pendant lights at an estimated cost of £300-400 per pendant, enhance the pendant lighting systems, or enhanced pendants plus architectural lighting and a lighting control system. He estimated the latter would cost in the region of £15-20,000. There would also be a cost for a design to be produced. Cllr Tidmarsh suggested that any lighting plan be divided into phases and to investigate possible sources of grant funding. Cllr Watson agreed but pointed out that whilst the first phase of replacing the pendants was carried out, it would be simpler and cheaper to install a control system at the same time. He estimated that this would cost in the region of £5,00 - £6,000. Cllr Bartle was concerned that a lighting control system could be vulnerable to irresponsible people. He suggested that a designer should supply a plan of action to enable the Trustees to work out a phased approach. In Cllr Tidmarsh's opinion the work would be of value and would ensure that the Trust's investment funds were put to good use. Cllr Mrs Day agreed but was keen to see that any lighting system should be energy efficient. On the proposition of

Cllr Holman, seconded by Cllr Mrs Dawson, it was unanimously resolved to commission a lighting design and to replace the pendant lighting as soon as possible. The question of Listed Building consent was raised and the Secretary undertook to investigate.

#### 966 PORTABLE BAR

Following a previous discussion concerning the damage caused by moving the bar from the Barrington Room to the Small Hall, an estimate of £245 had been received to reduce the size of the bar and fit wheels to enable easy movement. Some Trustees were concerned that it was unnecessary to move the Bar and that previously it had been suggested that users hire in a portable bar. However, it was pointed out that it was inevitable during the Cricket Season that wedding and other events would be unable to use the Barrington Room and it would seem sensible to move the existing bar. The Trustees agreed to the proposal for the alterations to be carried out.

#### 967 PICTURE HANGING

The Chairman introduced this item by stating that a sub committee had looked at the pictures removed from the Small Hall but had recommended that some pictures be discarded and new pictures be added to this collection. Cllr Tidmarsh was concerned that a relatively small number of Trustees had given opinions. The Chairman replied that the majority of people wanted to see a variety of pictures perhaps showing the history of the village. Cllr Watson stated that should the Trust want to improve the quality and variety of pictures then it would be sensible to invite Mr Penny to produce a number of pictures from his collection. The Trustees agreed and the Chairman undertook to convene a meeting on a convenient date.

#### RECREATION GROUND MATTERS

#### 968 FLOODLIGHTING FOR MUGA

A revised estimate from Southern Electric Contracting had been received in the sum of £12,853.95. This did not include an estimate for the cost of connecting to the electricity supply. Cllr Tidmarsh pointed out that this expenditure could not be met without investigating grant funding. Cllr Mrs Dawson professed to doubts with regard to usage at night. Cllr Tidmarsh reminded members that the Football Club had integrated a number of youths into their various football squads and that the need for this facility may not be as pressing as previously conceived. The Chairman proposed that the Trust await a further revised quotation before taking a decision.

#### 969 CAR PARK

Cllr Watson had carried out a thorough investigation and had reviewed the original specification. It would appear that the grids had not been installed to specification in that the geo-textile matting was not in place and the bedding material was not as recommended. The Trust could contact both Dean Spencer and Thornbury Contractors, stating that they were liable for the costs of rectifying the problem and threatening to take action in the Small Claims Court. In his opinion however, it would be difficult to prove these points but he suggested that a decision be not taken until the next meeting, when he hoped to circularise the Trustees with a report. Cllr Tidmarsh believed that this strengthened the need to review whom the Trust should engage as consultants and contractors to avoid future problems.

#### ANY OTHER BUSINESS

**970 Graffiti** The Chairman informed Trustees that the Large Hall walls had been defaced with chalk marks and despite the cleaner's efforts, the marks were still evident. Several ideas were put forward to deal with the graffiti but were considered too damaging to the fabric. *Since the meeting, it has been suggested that a steam cleaner be used and a trial of this method will take place.* Cllr Holman proposed that the defacement be publicised in the Parish Jottings.

**971 Shrivenham Book** In an effort to boost sales, it was proposed that the author attend the Defence Academy International Day to sign copies of his book. Cllr Mrs Dawson will arrange the details.

The meeting finished at 10.15