

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 6th APRIL 2009

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

In attendance Mr D Pratt

Apologies: Councillor Mrs C Dawson

1023 MINUTES OF THE PREVIOUS MEETING-

The minutes of the Meeting of 6th April 2009 were approved and signed.

1024 MATTERS ARISING

1019/1009/995/985/973/958/940/935 Fire Doors: Photographs of the fire doors have been forwarded to Mr Audley-Miller at the District Council.

1019/1009/995/985/977 Cricket Club. No further information.

1019?1009/1000 Shrivenham Book. The Chairman, will endeavour to see the Post Master as soon as possible.

1019/1013 Hall Roof. Dealt with later in the minutes.

1025 ACCOUNTS

Cheques paid in March and for payment were approved.

1026 CHAIRMANS ANNOUNCEMENTS

The Chairman and Vice Chairman had attended a meeting with representatives of the Football Club, Shrivenham and Watchfield Royals and the Cricket Club. Minutes of this meeting had been circulated to Trustees. It soon became obvious that the main point of contention was the use of the Cricket outfield by the Junior football teams during the Cricket season. Cllr Saunders pointed out that this was a perennial problem and could be alleviated by the Juniors playing on the Senior football pitch. The Chairman had raised this point but the pitch is fertilised and re-seeded in May and June and is not safe to play until July. There were also problems with stud marks when a football is retrieved from the Cricket Square. Cllr Spencer suggested that the Juniors should not play in Studs during the summer. Cllr Watson stated that this point had been made and to be fair, the Senior Football representatives acknowledged this point but the Royals proved to be less than willing to accept any restrictions. The point had also been raised that informal "kick abouts" on the outfield could not be banned. It had been left that, should there be any doubt as to the state of the outfield,

the Cricket Club and the Royals should liaise but the Cricket Club have the final decision. Cllr Bartle proposed that the Trust write formally to the Football Club stating the Trusts Position. Cllr Saunders noted the Bench seats installed overlooking the Football Pitch were sited behind the new fence and consequently were of no use to spectators. The Chairman replied that the seats would be turned around to face the Cricket field.

Cllr Bartle had read in the minutes of that there was an important match taking place at the Club on May Day. He was most concerned as this would clash with the Village May Day celebrations. Cllr. Downton agreed stating that this is the one day in the year when the village children had free entertainment. Cllr. Bartle could foresee problems with regards to parking throughout the village. The Chairman had been promised that Car Parking would be strictly controlled by Stewards from the Football Club. Cllr. Bartle was also concerned that there had been no attempt by the club to inform the Trustees and he was anxious to know how they intended to control parking and more particularly the spectators. It was eventually agreed that a meeting would be arrange with the Football Club, the Chairman, Vice Chairman and Cllr Bartle would attend.

1027 HALL LIGHTING

Mr David Moore, the lighting designer, was in attendance and able to answer the Trustees questions. The Trustees were fully satisfied by the answers to questions about illumination and that the current lighting, even with the sodium lights on, only produced 100 lux. It was recommended that light levels for public places should be 300 lux. Cllr Spencer was concerned about maintenance costs such as changing 40 light bulbs, but it was explained that this would be no different to changing the current light bulbs in that the scaffolding tower would have to be deployed. Mr Moore estimated that the cost of re-lamping the hall on an annual basi s would be between £250-£300. Estimates for installation had been received from 3 contractors.

1.	Austen Electrical	£1377.00 ex VAT
2.	Harman Electrical	£2087.25 ex VAT
3.	J P Larkin	£5326.83 ex VAT

The Trustees decided to invite the first two contractors to price the supply and installation of the light fittings.

Cllr Tidmarsh proposed and Cllr Downton seconded and it was resolved to continue with option 1 of the lighting design. Mr Moore suggested that whilst the work is being carried out the Contractors are asked to quote for re-lamping and directing the existing roof space spot lights. Mr Moore will supply a specification and the Trustees agreed to accept his advice.

1028 REGULAR HALL USER'S CHARGES

Trustees were circulated with a proposed list of regular user charges. The Chairman pointed out that these charges had not been altered for at least 2 years and with the increase in Hall maintenance costs she believed it was time to make an increase. In the long term she proposed that regular users should pay the full price less 10% for local and regular bookings. Cllr Howell was not sure that this temporary measure was a good idea and proposed that the charges be looked at seriously for next year. Cllr Holman believed that the Trust should encourage all regular users to provide activities for the village and that a large increase in hall charges could deter them using the hall. Cllr Spencer proposed that all regular users are written too informing them that the charges will be reviewed for next year (2010). Cllr Bartle agreed stating that the letter should say "substantial increases". Cllr Tidmarsh asked that Trustees could be circulated with charges from other village halls. Cllr Howell enquired what organisations would pay at the full rate and what range of discounts are available. Cllr Tidmarsh proposed in order to effect a smooth transference to the new charges the list

should show how the charges are broken down and that the charges were in line with the increased running costs and hall re-furbishment.

1029 HALL BOOKING SOFTWARE

Cllr Howell had researched 2 possible options; the first being RBS, the company which supply and maintain the accounts system for both the Council and the Trust. The cost was £1000 set up fee to produce an automated invoicing system, compatible with the Accounts package and annual maintenance charge of approximately £80. The OSX integrated system would allow on line booking and each user would have their own account. It would be capable of calculating and collecting 25% deposits and ensuring that the 75% remainder of the charge would be collected 30 days before the event. This would cost in the region of £10,000. Cllr Saunders enquired if labour costs would be reduced. Cllr Spencer pointed out that an invoicing system could be taken from either Excel or Word and that both of the other systems were far too expensive. Cllr Howell proposed he looked further at the RBS system and continue with negotiations with OSX to effect a cheaper option. Cllr Bartle asked what the Trust were trying to achieve, was it an efficiency drive? It was proposed by Cllr Bartle and seconded by Cllr Tidmarsh and resolved that Cllr Howell look further into either a Word or Excel system and prepare a report for future meeting. The Chairman thanked Cllr Howell for his work on the booking system.

1030 STAFF MATTERS

In line with the agreed increase in pay for the Parish Council Clerical staff it was unanimously agreed to increase the Assistant Secretaries pay by 2p per hour back dated to 1st April 2008.

1031 HALL ROOF

Cllr Watson outlined the current situation with the problems on the roof. He pointed out that whilst Mr Morse identified a number of problems particularly with the swept valleys, neither of the other contractors had identified these problems other than a lack of maintenance. Eric Cole and Partners had been contacted but had destroyed any records relating to their work 13 years ago. They had replied that were willing to look at possible defects but would charge £75 per hour to attend any meetings. He had discussed that matter with an independent surveyor, details of which had been forwarded to Trustees and a full report would cost in the region of £1,000. He was sceptical about claiming compensation from either Eric Cole and Partners or Smiths Roofing as there was no guarantee that a court case would find in the Trust's favour. Cllr Spencer agreed stating that should the Trust loose the case they could very well be liable for the costs of both Cole and Smiths. He also believed that expert witness's would cost in the region of £20,000. Cllr Tidmarsh enquired whether the Trust's insurance would cover these defects but neither the Chairman or Secretary were confident that the insurance would cover this type of damage. Cllr Watson suggested that as Mr Morse had identified the major problems and was an expert Cotswold roofer that he be engaged to carryout the repairs. On the proposition of Cllr Saunders, seconded by Cllr Bartle it was resolved to engage Mr P Morse to carryout the necessary roof repairs and too ask for an annual maintenance inspection.

1032 ANY OTHER BUSINESS

Web Site

Cllr Howell reported that in the first 12 months the site had hosted 15,000 visits of 75,000 pages were viewed.

The meeting finished at 10.18pm.

