

**D R A F T**

**MINUTES OF THE MEETING OF THE VISCONTES BARRINGTON'S MEMORIAL HALL  
AND RECREATION GROUND TRUST  
HELD IN THE MEMORIAL HALL, SHRIVENHAM  
ON MONDAY 7<sup>th</sup> SEPTEMBER 2009**

**PRESENT:** Councillor R Bartle  
Councillor Mrs S Day (Chairman)  
Councillor S Howell  
Councillor C Holman  
Councillor S Spencer  
Councillor G Tidmarsh  
Councillor B Watson

In attendance Mr David Pratt Secretary to the Trust

Apologies: Councillors Mrs P Mullin, P Saunders, K Downton and Mrs C Dawson

**1072 MINUTES OF THE PREVIOUS MEETING.**

The minutes of the Meeting of 6<sup>th</sup> July were approved and signed.

**1073 MATTERS ARISING**

**1060/1046/1036/1024/1019/1009/995/985/973/958/940/935 Fire Doors:** No reply from Mr Grant Audley Miller but, in the meantime Messrs Turland Joinery had visited the Hall (suppliers of the exterior Hall doors) and had made a few suggestions which have been put to Mr A Parker who had fitted the doors. He would shortly be carrying out these modifications and installing new crash bars.

**1060/1046/1040 Football Club:** Cllr Howell had used the removable barriers during the Fete and had found them fairly easy to manoeuvre.

**1060/1055 Car Park:** Cllr Watson had spent some time looking at the problem and had arranged with Shrivenham Fencing to carry out some remedial works. These had proved effective but there was still further work to make the surface safe. Cllr Tidmarsh was concerned that there were a number of broken grids and Cllr Spencer was disappointed that the grids had not lasted for more than four years. He did not believe that the remedial work being carried out was the long term solution. Cllr Watson believed that the gravel worked its way under the grids which were then forced upwards and cars passing over them would snap parts of the grid. Cllr Spencer believed that the grids were not suitable to house gravel and that perhaps sharp sand could be added to the gravel to make a more durable surface. Alternatively the grid could be taken up and the gravel allowed to consolidate. Cllr Watson reported that the ground underneath the grids and gravel base was uneven and this was probably a contributory factor to the problems experienced. Cllr Tidmarsh reported that there was a new type of tarmac which allowed water to drain through and this had been extensively used on parts of the M4. Cllr Watson stated that he would contact Shrivenham Fencing to carry out a few more modifications to eliminate any trip hazards and monitor the surface over the next twelve months.

**1066 Kitchen Equipment.** The Chairman announced that a new refrigerator had been purchased at a cost of £399.

**1067 Wi Fi.** Cllr Howell proposed that this item be left until the next meeting.

#### **1074 ACCOUNTS**

Cheques paid in July and August and for payment in September were approved.

**1075 CHAIRMAN'S ANNOUNCEMENTS:** There were none

**1076 GARAGE:** The Trustees unanimously agreed to levy a rental of £150 per annum on the Parish Council for the use of the garage.

#### **1077 HALL ROOF**

Following a report that rain had penetrated through the flat roof above the Supervisor's flat, an inspection by Mr Morse had revealed there was a small split in the lead and that the valley had not been tiled correctly. Cllr Watson had asked Mr Morse to carry out a wider inspection of the remaining valleys and to submit an estimate for Trustees to consider.

#### **1078 HALL ACCESS**

The Chairman had sought information regarding a new entry system to eliminate the plethora of keys currently distributed to regular users. In addition a video phone could be installed by the Supervisor's door in order to identify who was at the door. The cost of a video phone was approximately £235 whilst a code lock was in the region of £165. A number of examples of unauthorised entry were given and Trustees could see that it was important to maintain a log of those currently inside the Hall. Cllr Tidmarsh enquired how the codes would work, who will have the codes and whether the codes could be easily changed. In reply, the Chairman stated that office staff and Trudy would have one permanent code and regular users would have separate codes. The Supervisor would have the opportunity of closing down any particular code. It was envisaged that a separate code would be installed on a time limit such as a wedding, booked for a particular weekend. The Chairman undertook to carry out further research into suitable equipment.

#### **1079 SHRIVENHAM ART SOCIETY**

A request had been received to allow the Art society to hold an exhibition as part of the Oxfordshire Art Weeks Festival. The Trustees were keen to support this initiative but needed more information regarding methods of display, public opening times and security of items on display by having the exhibition manned during public opening times. It was suggested that a member of the Society came to a meeting to explain these points.

#### **1080 VETINARY OUTPATIENT SURGERIES**

A letter had been received from the Elms Veterinary Surgery requesting use of part of the Hall for regular out patient Clinics. The Trustees were most supportive of this request and provided written assurances were given with regard to hygiene the Trustees were prepared to allow the booking.

## 1081 REQUEST FOR A PERMANENT BAR

A request had been received from the Supervisor to establish a permanent bar in the Small Hall. Cllr Tidmarsh felt that a permanent feature would hinder spatial preparation for events and as such he was against the proposal. The Chairman reminded members that the movement of the existing bar between the Barrington Room and the Small Hall was creating some floor damage. Cllr Howell wanted to know changes to the Hall License had affected the Hall and why the Ketchen could not be used as a Bar. The Chairman replied that the Kitchen was used frequently for catering particularly for Weddings. Cllr Tidmarsh reminded Trustees that bars can smell of stale alcohol and that this would be unpleasant for user such as Brownies and WI. Cllr Howell thought another solution would be to have an entirely light, portable bar, but it was pointed out there was insufficient storage space available. Cllr Spencer suggested that the Supervisor be requested to provide drawings of a suitable bar. He was reticent about a permanent fixture but was prepared to accept the proposal as long as the bar could be contained in the area between the chimney breast and kitchen wall. Cllr Holman believed that a low level bar would be acceptable to most users. It was agreed to seek further ideas and drawings from the applicant before making the final decision.

## 1082 HALL SYSTEMS

Cllr Howell produced some material showing possible networked diaries at a lower cost than previously quoted by RBS. Should Trustees agree, he would move to the next level, to consider roles and responsibilities? In the meantime he recommended the purchase of a laptop for the Hall Supervisor which would enable her to see when the Hall was free should potential users telephone. Cllr Spencer enquired whether the existing computers could be networked to the Supervisor's computer but was informed that this was not possible. Cllr Spencer proposed that the two office computers be networked and linked to the proposed laptop. Cllr Howell believed that the database would be on one computer and that the big task would be to transfer technical data. Trustees agreed to continue with this proposal and to enquire with Mr Bromilow whether he considered the proposal feasible.

## 1083 ANY OTHER BUSINESS

**1083 Football Club** Cllr Mrs Day had received information that the entrance to the east of the pitch had been blocked with wire fencing, which was permanently fixed. Cllr Howell was aware that tree felling had taken place and that some burning had been observed. It was agreed that the Chairman and Secretary would visit the pitch the following day.

**1084 Hall Benches.** Cllr Spencer had noted that the benches installed at the front of the Hall were in need of attention. The Varnish had chipped and some weathering had taken place. Cllr Holman volunteered to inspect the benches and make a recommendation. *Cllr Holman has inspected the benches and recommends that they are stripped back and two coats of varnish applied.*

**1085 Chestnut Tree Avenue.** Cllr Watson had kept members informed about a possible treatment for the bleeding canker infesting the Chestnut Avenue. The approximate cost would be in the region of £200 per tree. He noted that the treatment was experimental and that there was no guarantee that it would work. However, the manufacturer was reasonable confident that it would increase the life of the trees by at least five years. The Secretary reported that the District Council Arborist had stated that there was insufficient

evidence to show whether the treatment was worthwhile and that in his opinion the trees were near the end of their useful life. The Chairman had the view that if the life of the trees could be guaranteed for a further 10 years she would support the treatment. Cllr Spencer was sure the trees were unstable and that the Trust had previously decided to replace the trees over the next few years and that they should continue with this programme. Cllr Holman agreed and taking a health and safety view pointed out that chestnut trees frequently shed their limbs without any warning. Cllrs Howell and Bartle agreed there was no other course but to fell and replant. The Trustees agreed to continue with the felling and replanting programme.

**1086 Village Fete.** Cllr Howell, on behalf of the Village Fete Committee, thanked the Trustees for the use of the Hall and Recreation Ground on Fete Day. In return the Chairman thanked the Village Fete committee for their hard work in mounting another successful Fete.

The meeting closed at 10.15.