

**MINUTES OF THE MEETING OF THE VISCOUNTESS BARRINGTON'S MEMORIAL HALL
AND RECREATION GROUND TRUST
HELD IN THE MEMORIAL HALL, SHRIVENHAM
ON MONDAY 5th OCTOBER 2009**

PRESENT: Councillor R Bartle
Councillor Mrs C Dawson
Councillor Mrs S Day (Chairman)
Councillor S Howell
Councillor Mrs P Mullin
Councillor P Saunders
Councillor G Tidmarsh

In attendance Mr David Pratt Secretary to the Trust

APOLOGIES: Councillor C Holman
Councillor S Spencer
Councillor B Watson
Councillor K Downton

1087 MINUTES OF THE PREVIOUS MEETING.

The minutes of the Meeting of 5th September were approved and signed.

1088 MATTERS ARISING

1073/1060/1046/1036/1024/1019/1009/995/985/973/958/940/935 Fire Doors: The carpenter is currently working on repairing the doors but has to work around regular bookings.

1073/1060/1055 Car Park: As Cllr Watson was absent there was no further report on repairs to the Car Park surface.

1073/1066 Kitchen Equipment. The Chairman reported that the refrigerator had been delivered but was found to be defective. An engineer called and made a repair which appears to be satisfactory.

1079 Shrivenham Art Society The Society were unable to answer all the questions regarding their proposed exhibition but hope to be in a position to provide information for the November meeting.

1080 Vets Surgery. Assurances have been received that the same standard of cleanliness required at their surgery will be applied to the outpatients' surgery at the Hall. All cleaning materials and floor coverings will be brought by the veterinary staff. The Trustees accepted the assurances and welcomed this further service to be offered from the Hall.

1084 Hall Benches. Shrivenham Fencing had offered a price of £50 for the work which the Trustees accepted.

1085 Chestnut Trees. Several estimates had been received but there were still one or two outstanding and a complete comparison of estimates will be available at

the next meeting. A request for large logs has been made by the school to replace existing logs in the bark area. The successful contractor will be asked to make sure that the logs are available.

1089 ACCOUNTS

Cheques paid in September and for payment in October were approved. The Trustees were informed that the Bank of Ireland Deposit Account balance stands at £30,935.74.

1090 CHAIRMAN'S ANNOUNCEMENTS: The Chairman had purchased some picture frames and mounts for the historic photographs to be displayed in the Hall.

1091 FOOTBALL CLUB AND ST HELENA FRIENDS CHARITY

As no representatives from the Club or the Charity were present, Trustees decided to leave the matter until the following meeting. *(Subsequently a message was left on the answer phone that the Football Club Committee had decided to withdraw from the event as it was too large.)*

1092 HALL ROOF

Trustees were circulated with information, photographs and prices to repair the valleys at the front and north end of the Hall. In the absence of Cllr Watson, members were unable to discuss the item fully. Cllr Saunders proposed that the Trust pursue Messrs Smith's Roofing in the Small Claims Court and Cllr Bartle would provide a model letter to be sent to the contractor. Both Cllr Howell and the Chairman proposed that Cllr Watson should be asked for his opinion before writing to Smiths Roofing.

1093 HALL ACCESS

The Chairman had met with two suppliers of entry systems, PFS Security and Avon Alarms. Both companies quoted similar keypad entry systems, the advantage being that a deposit would be payable on keyfobs and retained should the hirer fail to return the keyfob. The PFS quote was for £860 for the entry systems at the main door and the supervisor's door, and £1460 (including installation), for a CCTV System covering the main entrance. Additional cameras could be added at a cost of £440 each. The Avon quote was £2,193, without a CCTV System but with a phone camera for the Supervisor's entrance. Cllr Saunders believed that the security of the hall had been left for too long and was happy to accept the PFS quote. Cllr Howell enquired whether cameras should be mounted to cover the three main areas of movement – front, back and car park. Cllr Tidmarsh was content with the front elevation camera as he felt there was no need for cameras at the back or side. Cllr Mrs Dawson was concerned as to whether users should be told that they were being recorded. She felt it raised a legal issue. Cllr Tidmarsh suggested that a notice be displayed regarding "CCTV in Operation". The Chairman pointed out that no recording was possible indoors but any recordings from the system could be recorded on disk. On the proposition of Cllr Saunders, seconded by Cllr Bartle, it was resolved to accept the PFS quotation.

1094 PERMANENT BAR

Trustees had been circulated with a letter and diagram giving the dimensions and construction details for a permanent bar to be installed in the small hall. Various concerns were raised, including service hatch restrictions, sharp corners and obscuring part of the

fireplace. In order to answer the various questions and to have an idea regarding the size, the Trustees adjourned to the Small Hall where they met with Mr & Mrs Twitchen who answered all the questions to the satisfaction of the Trustees.

On reconvening in the Council Chamber the Trustees agreed to allow the bar with certain modifications and then considered a suitable payment for the facility. Cllr Howell proposed that a rental be waived in return for a Hall Booking service to be operated by the Supervisor without further remuneration. A proviso was added that the bar may only be operated when there is a Hall booking. The Trustees agreed unanimously.

1095 HALL SYSTEMS

Cllr Howell had spoken with Mr Bromilow, the Council's computer advisor, and had found that the cost of a direct link with the supervisor's computer would be prohibitive. He had demonstrated a diary system to the staff which would enable the Supervisor to take bookings on a laptop system, and then at agreed times feed into the office computer. This would leave the Supervisor totally in charge of Hall Bookings and the Trust office staff to be responsible for invoicing and receipts. The new calendar system would cover each room in the Hall on a separate basis. The next stage was to write out the responsible roles and the procedures. He suggested a number of dry runs before the purchase of new equipment. He envisaged that he would be able to recommend purchase of equipment (including a new Monitor for the office) by the end of November/beginning December. The cost would be in the region of £600 - £700.

1096 WI FI

Cllr Howell proposed that this item be left for a further month as he was unsure of a system that would make the internet available to hall users without changing the incryption every month. Users would need to sign a disclaimer in order to make their use legal. He could see no reason why the proposed Vets Surgery should not be able to use the current wireless equipment on their laptop.

1097 AOB

The Chairman expressed disappointment that the Football Club representatives had not attended and asked the Secretary to contact the Club Secretary to ask for an explanation and arrange a new meeting for signature of the lease.

The meeting closed at 9.40 pm