

**MINUTES OF THE MEETING OF THE VISCOUNTESS BARRINGTON'S  
MEMORIAL HALL AND RECREATION GROUND TRUST  
HELD AT THE MEMORIAL HALL ON 1<sup>ST</sup> FEBRUARY 2010.**

**PRESENT:**

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

In attendance Mr D B Pratt Secretary to the Trust

**1131 MINUTES OF THE PREVIOUS MEETING:**

The Minutes of the meeting held on 4<sup>th</sup> January 2010 were approved and signed.

**1132 MATTERS ARISING**

**1121/1114 Shrub Planting, Manor Close Boundary:** Cllr Spencer had looked at a catalogue from Kingsdown Nurseries and recommended a number of shrubs. Councillors expressed concern that there was a maintenance issue as well as a possible site for dumping rubbish and green waste. It was agreed to add the ground to the grass cutting contract and to monitor any rubbish problems.

**1126 Hall Floor** The repairs to the Hall floor had been completed but Cllr Tidmarsh noted that the boards had not been nailed to supporting joists and were only supported by a lip on the adjacent board. Cllr Watson replied that this was a reasonably standard procedure for random floor boarding and was not a cause for complaint. Cllr Holman proposed that a method statement be prepared for contractors working in the Hall with heavy machinery. Cllr Mrs Mullin enquired whether there would be an insurance claim and the Secretary replied that Messrs Austin Electrical were pursuing their insurance company.

**1127 Hall Roof** Shrevenham Fencing would shortly be carrying out a roof repair above the gentlemen's lavatory and on completion would wait for the ceiling to dry before repainting.

**1129 Hall Systems.** Cllr Howell was pleased to report that the WiFi system was now operational throughout the hall and the supervisor's flat. He was hoping to complete terms and conditions for casual users. The Chairman thanked Cllr Howell for his work on the Hall systems.

**1130 Hall Maintenance** Cllr Watson was in the process of preparing a maintenance programme for both the exterior and interior of the Hall. The hall lighting guide had been

prepared and, as part of the guide, method statements for contractors would be prepared. He will also prepare an annual inspection statement for the Secretary. In reply to Cllr Bartle's question regarding an annual budget for maintenance, Cllr Watson replied that there would be a budgetary element in the maintenance guide.

**1133 ACCOUNTS:** Cllr Tidmarsh queried the amount of the invoice from Shrevenham Fencing to provide and install a loft ladder and boarding, together with door handles. Cllr Watson explained that as the ceiling height in the flat was exceptionally high, a longer loft ladder had to be fitted together with enlarging the existing loft trap door to accommodate the ladder. The existing boarding enabling access to the cold water tanks was definitely sub-standard and unsafe. He also suggested that loft insulation be installed as the existing was well below modern standards. Cllr Spencer suggested that the Trust supply the lagging and that Mr Twitchen could lay the material. Cheques paid in January and for payment in February were approved.

**1134 HALL CHARGES:** The Chairman had prepared a list of proposed charges for both regular and occasional users. She had discovered several anomalies and illustrated this with the differences between Guide and Brownie charges. The package charges for weekends were extremely complicated and she proposed a much simpler method. With regard to the possible VAT implications for charging for kitchens, having phones other halls she found that no additional charge was made for kitchens. Trustees approved the proposal, which is attached as an appendix.

Cllr Howell, as Chairman of the Fete Committee, proposed that they pay an annual rental for the cellar, which acted as a store for fete equipment. The Trustees accepted this offer with great pleasure.

**1135 WEDDING RECEPTION TYPE CHAIRS** The Chairman proposed that with possible unknown expenditure on the Hall roof etc this item be held over until such time as there was more certainty regarding finance.

**1136 HALL CENTRAL HEATING BOILERS** Cllr Watson reported that there had been a number of problems with the boilers during the cold weather and that all the boilers needed servicing. It had been suggested that the condensate outlets be rerouted indoors to avoid freezing in future. He proposed that Mr M Sellwood be appointed the recognised maintenance plumber for the Hall and that he would carry out the necessary servicing and repairs as soon as possible. There were a number of issues with the flat, including the cold water storage, which needed to be covered and indications given as to where the water was supplied to.

**1137 HALL ROOF** The Chairman read a letter from Thring Townsend informing the Trust that papers had been sent to counsel for an opinion.

## **ANY OTHER BUSINESS**

**1138 Hall Lighting Grants.** The Secretary reported that the grant of £2,000 had been received from the district Council, leaving only the grant from TOE outstanding.

The meeting finished at 9.40 pm