

DRAFT

**VISCOUNTESS BARRINGTON'S MEMORIAL HALL AND RECREATION
GROUND TRUST
MINUTES OF THE MEETING HELD
AT THE MEMORIAL HALL
4th JANUARY 2010.**

PRESENT:

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

APOLOGIES: Councillor R Bartle, Councillor Downton

In attendance Mr. D B Pratt Secretary to the Trust

1120 MINUTES OF THE PREVIOUS MEETING:

The Minutes of the meeting held on 7th December 2009 were approved and signed.

1121 MATTERS ARISING

1110/1099/1088/1073/1060/1055 CAR PARK: Cllr. Watson reported that the Car Park surface alterations were complete and the retaining perimeter board removed. Whether this treatment would be effective would not be known until the summer.

1114 SHRUB PLANTING, MANOR CLOSE BOUNDARY: Cllr Spencer had been unable to pursue this matter but would attend to it before the next meeting.

1122 ACCOUNTS: Cheques paid in December and for payment in January were approved.

1123 CHAIRMANS ANNOUNCEMENTS: There were none.

1124 HALL CHARGES: Trustees looked at the Charges for all types of booking and but felt that they needed simplification. Several suggestions were put forward but it was agreed the Chairman together with Cllr Howell would look at the charges and bring a recommendation to the next meeting. It was suggested that where large increases were recommended for regular users, the increase would be implemented over a two year period

1125 HALL LIGHTING: The Chairman announced that the new Lighting system was installed and working. Trustees later visited the Hall and were pleased with the result.

1126 HALL FLOOR: Cllr Watson reported that heavy equipment brought in to install the new lighting system had proved too heavy and cracked a few floor boards. Replacement floor boards had been ordered and it was hoped that A J Parker would be able to carry out the replacement before the next party booking on January 9th.

1127 HALL ROOF: A leak had developed in the ceiling above the Gentleman's lavatory. Cllr Watson had inspected the roof and found that a build up of rubble and Moss had stopped rain water flowing away. He had cleared the area and would inject a waterproof bead under the lap of the Tiles. The Ceiling of the Lavatory had become stained and discoloured but Cllr Holman would supply a Stain Blocker prior to re-painting the ceiling.

1128 HALL ACCESS: The Chairman reported that the new Access system was now in operation and working well.

1129 HALL SYSTEMS: Cllr Howell reported that the WiFi system was now up and running and able to be used across the premises apart from the North end of the Small hall. The booking System would be live on 5th January and would run in parallel with the existing system for a few weeks as a safety measure. A new e-mail account hallbookings@shrivenham.org was in operation for the Supervisor to receive and send e-mails concerning bookings. There would be regular back ups and data down loads.

AOB

1130 HALL MAINTENANCE: Cllr Watson was concerned that recent emergency works were not budgeted for and that in his opinion, there should be a written Maintenance plan and a maintenance budget. Trustees agreed and Cllr Watson will draw up the required plan.

The Meeting closed at 10.07pm