

Minutes of Town Hall Committee Meeting 24 November 2022

1 Participants

Karen Groom, Sue Eyre, Elaine Wilson, Colin Arney, Brian Rogers, Julie Fretwell

2 Apologies

Greg Jones, Stephen Lott, Avril Davies, Sheena Bexson, Claire Bamber,

3 Minutes of last meeting

Agreed by all.

4 Matters Arising

As GJ was not present, the tax status of ITHC will be carried over until the next meeting. **AP - GJ to report to Committee**

The setting up of the Scribe accounting and booking system is a long term project which will be reviewed by whoever replaces GJ when he steps down as Treasurer in March 2023.

A designated mobile phone for bookings has been acquired, together with a laminator. Costs have been reimbursed.

5 Treasurer's Report

GJ was not present and did not provide a report.

6 Booking Secretary's Report

Sally Craig is no longer doing a yoga class. The person who was going to take that slot with a different yoga class couldn't find enough participants so the slot is still vacant.

There have been a few party bookings, but not very many, so it was suggested that perhaps the hall could have an increased presence on the village FB page to encourage more bookings.

7 BVCL Report

Some new volunteers have been recruited and it is hoped that the library will be able to re-open on Wednesday mornings.

8 Hall Access Project

KG reported on a meeting with John Lange, the Project Manager for a film company who will be active in the village over the next 9 months or so. There is the possibility of some funding which would allow for the provision of a lift. There could also be some matched funding available through grants.

9 Update of Constitution

SE has updated the constitution and the Terms and Conditions - the whole committee expressed their gratitude for her hard work. After a few minor amendments, the new documents were approved by the committee.

10 Any Other Business

BR announced that he has decided to step down from the committee at the end of this year. He was warmly thanked for his exceptional 33 year long service to the Town Hall.

The signage in the hall will be reviewed and updated as necessary. **AP - SE**

It was established that there should be three full sets of keys held by KG, SE and BK., in their roles as Chair, Secretary and Parish Clerk. Other key holders who have partial access are: BVCL and the Bookings Secretary.

The code on the key safe may need to be changed from time to time to increase security. This should be discussed in more detail at the next meeting with a view to implementation from 1 March 2023. **AP - Agenda item for next meeting**

13 Date of Next Meeting

It was agreed that the committee will meet again by Zoom on Thursday 23 February 2023 at 7pm.

The meeting closed at 7.25 pm.

24 November 2022