

# Minutes of Town Hall Committee Zoom Meeting 20 January 2022

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## Participants

Karen Groom, Stephen Swinbank, Sue Eyre, Elaine Wilson, Colin Arney

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## Apologies

Stephen Lott, Avril Davies

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## Minutes of last meeting

Agreed by all, a paper copy to be signed by KG in due course.

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## Matters Arising

The work on the electrics needs to be certified and KG will speak to BR about this.

AP - KG

Ongoing - SL will share details of the log in access to the website with SE so that there is a central record of how to administer the site. AP - SL to email SE

SL to send EW details of how to add documents to the Town Hall website so that the minutes can be added.

SL to get quotations for the purchase and installation of a projector, screen and sound system.

The library trolley has been removed, but a new box has been added underneath the post boxes so that people can return books when the library is closed. This will be monitored to ensure that it stays safely tucked away and doesn't cause a trip hazard.

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## Hall Condition Report

The hall is still in excellent condition.

SL has suggested that the two back rooms should be cleared and that it would be useful to hire a skip for any rubbish that needs to be removed. It was agreed that

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this would be useful and that the position of the skip should be discussed with BR once SL is back from his trip. **AP - SL to organise skip hire and location.**

Buckinghamshire Council successfully performed the Fire and Smoke Safety Test on 25 November.

The Chair Lift Safety Test was successfully conducted on 16 November.

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## Treasurer's Report

GJ unable to attend, report to follow.

SS is concerned that the contents of the hall might be underinsured. **AP - SE to email GJ to check the current figure.**

The cleaner is currently paid £9 per hour in line with minimum wage legislation. This will be increasing to £9.50 per hour from 1 April. It was suggested that in view of the excellent job done by the cleaner, the hourly rate should be increased to £10.50 from 1 April. This was agreed unanimously.

There was concern that the accounts might be overdue and that GJ might need some help with gathering figures and other paperwork etc ready for their submission. **AP - SE to email GJ to see if he would like some further support with the preparation of the accounts.**

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## Booking Secretary's Report

Most classes are gradually coming back - there are usually 8 regular classes and meetings, currently from the start of January the position is:

3 x Not Yet Started = (Monday Yoga / Tuesday NewMoon / Thursday W.I)

3 x Partially just starting = (Tuesday BAG / Wednesday Pilates / Wednesday yoga)

3 x Fully Started = (Monday Ballet / Monday Kickboxing / Tuesday Zumba)

The discount of 50% on hire fees for regular users has now come to an end. It was agreed that it should return to the usual rate of £12 per hour, and this now includes the use of all facilities.

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## BVCL Report

Report from CA:

- 1) Council Access Point – the CAP in the Library has been quite well used since its institution last year.
- 2) Opening Hours – the Library remains closed on Wednesday mornings but is now open until 7 p.m. on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of every month. A return to

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pre-lockdown levels has been hampered by a lack of volunteers, many of whom are yet to return. We currently have 3 senior volunteers who can work unsupervised, and 3 others on the rota. We may have to close at short notice if staff absences cannot be filled.

- 3) 100 Club – this has raised £1,031 this year, slightly down from the maximum £1,080 last year. Four tickets remain unsold.
- 4) BeaconLit – following cancellation in 2020 and a curtailed festival in 2021, there will be a full event on 16<sup>th</sup> July 2022 in Brookmead School. Details on the website [www.beaconlit.co.uk](http://www.beaconlit.co.uk) .
- 5) Insurance – we are very pleased that this has been sorted, with IPC covering the Town Hall and BVCL under their policy. A copy of the lease has been requested and this is being considered by IPC.

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## **Any Other Business**

SE suggested that the Track and Trace procedures were no longer necessary, this was agreed by all. The policy on mask wearing will follow current government guidance, which at present is recommended, but optional.

It was pointed out that there is an ACRE initiative to promote village halls - Village Hall Week, which will run from 24 - 30 January. It was decided that under current circumstances the priority for ITHC was just to focus on keeping the hall available and accessible to all.

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## **Date of Next Meeting**

It was agreed that the committee will meet again in person on Tuesday 5 April at 4.30pm 2022 in the Town Hall.

The meeting closed at 7.45pm.