

# Minutes of Town Hall Committee Zoom Meeting 5 July 2022

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## 1 Participants

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

Stephen Lott explained that he will be standing down from the TH committee and will be replaced by Claire Bamber and Sheena Bexson. A new vice chair person will need to be appointed, but SL will continue with the management of the TH website unless the committee decide otherwise. He will also continue with the implementation of the Scribe system. KG and the rest of the committee expressed their gratitude to SL for all of his hard work and dedication over the years, his diligence and attention to detail will be greatly missed.

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## 2 Apologies

Avril Davies, Greg Jones, Brian Rogers

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## 3 Correspondence

One of the existing users of the hall has written to the booking secretary to ask if Ivinghoe Parish Council could relocate or change the day of their monthly meeting. This would allow her to use the hall every Monday evening instead of the current three weeks out of four.

KG explained that IPC had discussed this at their recent meeting and the feeling was that the Parish Council should take precedence over a hirer. There were a number of reasons for this, including:

- The significant financial contribution made by IPC towards the costs of running the Town Hall - notably the Zoom subscription, insurance, the water rates and annual fire safety inspection
- The Parish Council has occasion, during meetings, to refer to its files and archived records which are stored at the Town Hall
- The Town Hall has a larger seating capacity which allows room for members of the public to attend meetings
- The Town Hall is a more fitting venue to reflect the value of the work done by the Parish Council

- The Council have already changed the day of their meeting once to accommodate hirers and it is not possible to change yet again to another day of the week

The matter was discussed fully by the committee and it was agreed that things should stay as they are, with IPC meeting in the Two Hall once a month on a Monday. **AP - SS to speak to hirer to let her know**

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#### **4 Minutes of last meeting**

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

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#### **5 Matters Arising**

SS has made an appointment for 22 July for N & P Electrics (a local company who cover any electrical work for the church) to inspect the installation of the new heaters and issue the appropriate certification.

SL has shared details of the log in access to the website with SE so that there is a central record of how to administer the site. He has also sent EW details of how to add documents to the Town Hall website. It was decided that the constitution of the Town Hall should be added to the website once it has been reviewed by the committee. **AP - SS to scan and email a copy to SE who will circulate it to the rest of the committee.**

SL has found it difficult to get quotations for the purchase and installation of a suitable projector, screen and sound system, but will continue to pursue this

The skip was hired and filled - many thanks to SL for organising this. **AP - SL asked KG if she could treat the yard and side alley for weeds, now that the area has been cleared.**

SE and EW did a physical count of the crockery and cutlery in the kitchen and after some replacements, undertaken by SE, there are now at least 60 sets of each, with the exception of cups. The current crockery is no longer available and as there are lots of mugs it was decided that this shortfall was not a concern. **AP - SE to purchase a corkscrew as it appears that this is missing.**

SE contacted all regular hirers to ask if they would like to join the committee, but did not receive any replies.

## **6 Hall Condition Report**

The hall is still in excellent condition. The stage and windowsills might need an additional sweep of cobwebs etc. **AP - SS to speak to cleaner**

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## **7 Treasurer's Report**

GJ was not present and did not provide a report.

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## **8 Scribe Accounting System**

SL is unable to proceed any further until GJ takes the next steps to start adopting the new system, but it is still hoped to have it up and running by September. **AP - SE to contact GJ to check on progress.**

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## **9 Booking Secretary's Report**

Bookings are doing well with the exception of the regular Monday morning yoga class. The yoga teacher has not yet fully recovered from Covid so is unable to resume this class at present. She would like to keep the slot, so it was suggested that she could pay 50% of the regular hirers' fee as a retainer until September. **AP - SS to contact hirer to discuss**

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## **10 BVCL Report**

BVCL held its AGM on Saturday 2 July. The minutes will be forwarded in due course.

AD will display the BeaconLit banner on the stairs as usual.

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## **11 Use of Town Hall toilet facilities**

It was agreed that the toilets are for genuine users of the library only, and are not public lavatories for all and sundry. However the library staff can use their discretion to allow access in cases of real need.

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## **12 Any Other Business**

None

### **13 Date of Next Meeting**

It was agreed that the committee will meet again in person on Tuesday 22 September 2022 in the Town Hall. The time will be confirmed nearer the date. This meeting will be the AGM.

The meeting closed at 5.35 pm.