

# Minutes of Town Hall Committee Zoom Meeting 19 July 2021

---

## Participants

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

---

## Apologies

Brian Rogers

---

## Minutes of last meeting

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

---

## Matters Arising

The heating is an ongoing item and will be dealt with by BR on his return from holiday in September.

The sad death of Richard White was reported to the committee. He will be greatly missed by all and the committee have asked SE to send a card to his family on behalf of all members expressing their regret and their gratitude for his many years of service to the community. **AP - SE**

SE brought to the attention of the committee the Government's Stage 4 Changes to Venue Check in Regulations. As these state that although it is no longer a legal requirement, it is strongly advised to continue with current measures, the present arrangements for signing in and keeping a record of attendees will continue for the foreseeable future

---

## Treasurer's Report

GJ unable to attend. SE has circulated his report:

-  Balance at NatWest Current a/c on 15 July 2021 is £27,672.
-  Balance in COIF A/C on 15 July 2021 is £10,000
-  Outstanding Hall Rentals on 15 July 2021 £16, not a problem.

19 July 2021

- ✚ Outstanding cheques on 15 July 2021 £nil
- ✚ Hall rental for the period is £1,077 and is roughly the same on previous year, but down on 2 years ago by approx. a 1/3 due to covid-19 & the reduction in classes.
- ✚ We have not received any more grants from BC Aylesbury.
- ✚ Deposit Interest Received for period from funds held at COIF is £0.39!!
- ✚ Normal expenditure to date £811; mainly cleaning £482, rent £150 & electricity £513. The quarterly web site fee has increased to £40.
- ✚ Current normal operating surplus for the period is £266, before the grant allowance given creating a small deficit of £103.
- ✚ For the period, we have given out to our regular's hall hirers, a grant allowance totally £369, which will continue until the end of this year, which they appreciate as they try to build their numbers back up.

#### Other:

- Trustees Annual Report (TAR) & Accounts – are required for y/e Mar 2021\*.
- Annual Return 2020 to the charity commission was submitted on 3<sup>rd</sup> December 2020.
- Insurance has not been renewed since 1<sup>st</sup> September 2020, as relying on the cover from IPC/BCC. – still applicable?
- Deposit Account for funds not held at COIF is currently being set up, called a 95-day notice A/c, earning 0.95% interest (current a/c is 0%). – still outstanding
- Consolidated Accounts for year-end 31<sup>st</sup> March 2021 have not currently been audited. \*

\* Amendment to Mar 21 Treasurers Report: I said TAR & Accounts are not required for year end 31/3/21. This is incorrect as the grants received alone exceeded £25,000 reporting requirement, thus a TAR must be submitted, and the Annual Combined Accounts do have to be audited/independent examined by the end of January 2022.

It was noted that the current IPC insurance covers the Town Hall and runs until April 2022. The library now has its own, separate, insurance.

---

## **Booking Secretary's Report**

SS thanked SL on behalf of all of the committee members for his hard work on setting the website, and in particular, the Google Calendar feature - it is all up and running and has been working very well.

A new booking on Monday nights will be starting from 9 August - Kickboxing. The hirer is happy to move her class on to the Lawn when the IPC meet on the first Monday of every month.

The Morris Men (music group) will be starting to meet again on the last Thursday of every month, they have been informed that they will not be able to store any equipment at the Hall.

The WI committee have decided that they will not be returning to the Hall at present, the situation will be reviewed in time for their November meeting.

It was proposed (by KG, seconded by SL), and agreed by all, that because of the additional cleaning costs, the kitchen should only be available for functions. Regular hirers who benefit from the current fee reduction will not have access to the kitchen. This situation will be reviewed at the end of the year.

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**

---

## **BVCL Report**

CA thanked SL for attending the Library AGM on 3 July.

Bucks have confirmed that all current arrangements will remain in place, a further update is expected soon.

CA has purchased a credit card machine for use in the Library so that customers can pay contactlessly.

---

## **Any Other Business**

BR is yet to be officially confirmed as a trustee, this will happen once he returns from his holiday in September.

19 July 2021

The Tring Town Council website has out of date information about the halls for hire in the parish. SL will email BK with updated details and ask her to pass on the information to the Tring Town Clerk. **AP - SL**

---

### **Date of Next Meeting**

It was agreed that the committee will meet again by Zoom on Monday 11 Oct 2021 at 7 o'clock.

The meeting closed at 7.40pm.