

The Tiddy Hall Ascott-under-Wychwood, Oxon

*Founded and given to the village by
R. Tiddy, Esq., in 1912*

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ADMINISTERED BY LOCAL TRUSTEES

Minutes of the meeting of the Tiddy Hall Committee held on 27th September 2023

1. Present
 - a. John Bugeja (JB)
 - b. Jacqueline Bugeja (JacB)
 - c. Mark Pidgeon (MP)
 - d. Howard Morris (HM) – via videoconference
 - e. Paula Lewis (PL)
 - f. Chris Lewis (CL)
 - g. Anne Smith (AS)

2. Apologies
 - a. Pauline Plant

3. Minutes of Previous Meeting
 - a. The minutes of the previous meeting (the AGM) where approved and signed.

4. Trustee Elections
 - a. The election of Paula Lewis and Chris Lewis had been approved by the committee by email. This was ratified during the meeting. The election of Anne Smith to the committee, having been nominated by JacB and seconded by MP, was also approved by unanimous vote.

5. Matters Arising
 - a. Door Repairs: The quote prepared by CN Glass Limited for £1,244.46 (including VAT) for the repair of the French windows was considered and approved. The option to obtain an alternative quote for the replacement of the doors was also discussed but it was noted that this would be a much bigger project and would probably require grant funding. In the circumstances it was felt that repairing the existing doors should be undertaken as a matter of priority. **Action: PP to liaise with CN Glass Limited to schedule the work.**
 - b. New Treasurer: Having been formally elected to the committee, it was also agreed by the committee that PL would take over from HM as Treasurer with immediate effect. The handover process is to commence immediately. **Action: PL to update the committee on progress at the next meeting. Action: MP and PL to liaise to set up an efficient process for dealing with bookings, invoices and payments.**

- c. Revised Car parking Arrangements: These have now been implemented and regular parkers have been advised.
- d. Energy Usage: Comms4U have installed a device to monitor the usage of electricity in order to establish a baseline against which any investment in greater energy efficiency can be measured. We have asked them to prepare quotes for replacing the house lights, installing solar panels and installing a more cost-efficient heating solution. They have advised that they cannot undertake any work which would involve connecting to existing circuits without there being a current EICR in place. They have quoted for undertaking the assessment and issuing the EICRs for each of the 42 circuits at £15 per circuit (plus VAT). The total quote is, therefore, £756. It was agreed that we would ask them to prepare all of the quotations and, if we wished to proceed, we would instruct them to issue the EICRs before commencing any new installations. It was agreed that we would explore the possible availability of grant funding to help pay for any of this work. **Action: JB to ask Comms4U to prepare quotes.**
- e. Tree Removal: A quote of £650 has been obtained by MP from W Gomm for this work. It was noted that the removal of the tree would reduce the build-up of debris that blocks the gutters and the drains. In addition, it would free up some space for additional storage. It was agreed that we would defer making a decision on this for the time being in order to focus on more urgent priorities. **Action: Revisit this once the bank account has been opened with NatWest**
- f. Moss Removal from Roof: A quote has been requested by MP and is awaited. **Action: MP to follow up.**
- g. Storage: The lack of storage space remains an issue. The current storage of chairs and a wheelchair on the first-floor landing causes an obstruction and is a health and safety hazard. The large storage room adjacent to the stage is currently used exclusively by the pre-school while Tiddy Hall tables and chairs are currently stored either side of the stage. There is no room for additional chairs to be stored there. One possibility to be considered is that we use the space liberated by the tree removal (see above) to install a storage shed. Further consideration to be given to this issue. **Action: Revisit this once the bank account has been opened with NatWest.**

6. Banking

- a. The classification of the bank account with Barclays had been an issue for several months. They had advised that the account had been incorrectly classified as a business account whereas it should have been a community account. HM advised that he had received numerous letters from Barclays asking for information to enable them to open new accounts. HM advised that he had forwarded the required information using the stamped, addressed envelopes that they had provided. Barclays claim never to have received the information. They also failed to follow up on calls with HM to discuss matters and bring them to a satisfactory conclusion. Somewhat unexpectedly, Barclays then unilaterally decided to close the accounts and issued a cheque for the closing balance.

- b. JB completed the online application to open a new community account with NatWest, nominating PL (as Treasurer) as the primary contact point. NatWest subsequently contacted PL seeking information regarding the previous bank account with Barclays. They also asked for a copy of the original Trust Deed, duly certified as an accurate copy by a solicitor. JB obtained a copy of the original Declaration of Trust (dated August 1930) and asked Richard Smith (solicitor) to provide the required certification. PL then submitted the document. We await a further response from NatWest.
- c. In the meantime, we have no bank account and so cannot make or receive payments. In addition, the card-reader no longer works as this is associated with the old Barclays account. PL will advise utility providers, WODC and any other service providers we regularly make payments to of our temporary inability to make payments. This is a wholly unsatisfactory situation which hopefully will be resolved within the next few weeks. **Action: PL to follow up and update the committee.**

7. Capital Expenditure/Grant Funding

- a. As noted above, we will explore the availability of grant funding for any major projects such as installing solar panels. **Action: AS to explore availability of grant funding.**

8. Events

- a. The third fundraiser organised by MP is scheduled for 2nd December 2023. This will be another Three Piece Sweet (3PS) concert, this time in collaboration with the Wychcraft Rock and Pop Choir. Posters, flyers and social media will be used to promote the event. It was agreed that the ticket price would be £20 per person, which would include a 'fish & chip' supper. **Action: MP to prepare marketing materials and all trustees to support in promoting this event.**
- b. The Spring Music Festival organised by SG and Bob Chilcott has now been scheduled for 13th April 2024. A small project team to support SG will be formed. **Action: Volunteers invited to work with SG on this event.**
- c. Other community activities, which would also generate funds for The Tiddy Hall, were discussed. The following were considered worthy of further exploration:
 - i. Bingo **Action: JB to take the lead.**
 - ii. Christmas Craft Fair **Action: JacB to take the lead.**
 - iii. Quiz night **Action: AS to take the lead.**
 - iv. Flix in the Stix **Action: AS to take the lead.**
 - v. Race night **Action: AS to take the lead.**
- d. AS has spoken to Juliet Heselwood regarding a possible pre-Christmas talk. This will require a reliable projector, as would Flix in the Stix and a race night. **Action: AS to follow up with Juliet**
Action: JB to check viability of the existing projector.

9. Charitable Trust Constitution

- a. JB shared copies of the Declaration of Trust to make all trustees aware of the

rules of the charitable trust, known as the 'scheme'. He noted that the scheme specifies that there should be 9 trustees and that 3 should stand-down each year, offering themselves for re-election should they so wish. There are currently 7 trustees.

- b. JB also shared the following guidance notes from the Charity Commission:
 - i. Essential Trustee Duties; and,
 - ii. Trustee Welcome Pack.
- c. JB noted that all trustees should have signed a Trustee Declaration. This will be distributed separately. **Action: JB to distribute Trustee Declaration for signature**
- d. JB noted that Charity Committee guidelines specified that each committee should include a chair, a treasurer and a secretary and that these should be unconnected individuals to ensure separation of responsibilities. We do not currently have a secretary and this is something that should be addressed in the coming months. **Action: Volunteers invited to take on the role of secretary.**
- e. JB noted that Charity Committee guidelines also recommend that all trustees should have an area of responsibility allocated to them. Two of the three key roles (chair and treasurer) are held by JB and PL respectively. We already have a booking and marketing clerk (MP) but no other roles have been defined or allocated. The following roles are suggested:
 - i. Health and safety/safeguarding
 - ii. Dealing with contractors (for repairs and maintenance etc)
 - iii. Fund raising and events (all trustees that don't have another allocated role should take responsibility for this)**Action: Feedback from trustees regarding this suggestion is invited**

10. Bar Duties

- a. Folk Night 7th October 2023 (SG and NC)
- b. Folk Night 25th November 2023 (PP and RP)
- c. 3PS/Rock Choir 2nd December 2023 (tbc)
- d. Folk Night 16th December 2023 (AS and RS)

11. AOB

- a. Soft tennis. It was agreed that this was something that could be popular and could be accommodated in the hall. **Action: MP to obtain prices for equipment**
- b. All committee members were asked to remain vigilant regarding potential flooding at Tiddy Hall. During periods of heavy rain, the patio does not drain effectively and water enters the hall through the ill-fitting French windows.

12. Date of Next Meeting

- a. 29th November 2023


8/10/23