

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 14th November 2024

1. Present

JB, PP, LB & MP

2. Apologies

JacB, LM & PL

3. Conflicts

Pricing is to be mentioned during the discussion concerning finance, but no decisions are to be made during this meeting. MP and PP, being hirers, will be recused from any discussions that directly affect their hiring agreements.

4. Minutes of Previous Meeting

Approved and signed

5. Matters Arising

- a. GoogleCam update – a second hand unit was installed but is no longer working.

Action: A new unit is to be sourced (JB)

- b. Bank mandate update – PP liaising with NatWest regarding her addition to the mandate.

Action: Advise committee when mandate has been set up (PP)

- c. Door-to-door campaign – not yet undertaken. The purpose is to promote the use of Tiddy hall and to encourage local villagers to join the committee. It was agreed that all committee members would need to be involved in this activity.

Action: Prepare a leaflet/questionnaire for distribution during Carols on the Green (MP)

Action: Distribute/discuss with attendees at Carols on the Green (all)

6. Committee Composition

Mat Davies has agreed to join the committee.

- a. Proposed by MP
b. Seconded by PP
c. Approved by committee

7. Capital Expenditure Projects/Funding Update

- a. Heating Project
 - i. Installation of hybrid storage/instant heaters is in progress. Initial installation should be completed by 16/11/24 though some functionality may not be available until further wiring is installed to allow for 24/7 energy usage (required for instant heating element).
Action: Operating instructions to be obtained and shared with committee members (JB)
Action: Mobile app to be made available to facilitate remote monitoring and control (JB)
 - ii. It was felt that radiator covers might be necessary to prevent issues arising with hot surfaces (particularly in respect of Pre-School attendees). Subsequent to the meeting, PP advised that the radiators were not too hot to the touch so covers may not be required.
Action: Monitor temperature of radiators and source covers if required for committee approval. (PP)
 - iii. It was noted that, due to the urgency of installation, it was not possible to research and apply for any grant funds prior to committing to installation. It was agreed that grant funding should be explored in respect of the heating project (in retrospect) and other capital projects as noted below.
 - iv. 50% deposit has been paid to contractors (£5,328). Balance to be paid following completion of the installation. In the absence of any grant funding, the cost will be covered from the Tiddy Hall reserves. The balance after the final payment will reduce to around £20,000 which the committee acknowledged was not sufficient to cover potential emergencies. A significant programme of fundraising activities will therefore be essential during 2025.
 - v. JB advised that he had applied to the Ascott under Wychwood Village Charity for a grant to contribute to the cost of the heating project.
Action: JB to attend the Ascott under Wychwood Village Charity meeting on Tuesday 19th November to request funding. Tiddy Hall Committee to be updated in due course (JB)
- b. Storage Project
 - i. Ground where additional storage would be located has been levelled at a cost of £100.
 - ii. Some concern was expressed by PP regarding the quality of the boarding used to retain the earth.
Action: Discuss boarding quality with W Gomm (MP)
 - iii. A storage unit has been identified at an overall cost of no more than £1,000. The intention is to use the additional storage space to store most of the tables, which would in turn free-up space by the stage for additional folding chairs. 50% of the cost of the chairs is to be funded by the Folk Club. The old plastic chairs which have been stored on the first floor landing will no longer be needed and can be disposed of.
Action: Obtain and share firm costs for storage unit (MP)
- c. Other projects that will require funding
 - i. Interior and exterior painting

- Action: Obtain quotes (MP)**
 - ii. Replace patio doors
 - Action: Obtain quotes (PP)**
 - iii. New main stage with storage underneath
 - Action: Obtain quotes (MP/MD)**
 - iv. Portable stage for gigs presented from long wall (i.e. smaller gigs)
 - Action: Obtain quotes (MP/MD)**
 - v. Digital mixer
 - Action: Obtain quotes (MD)**
- d. Grant funding investigation

Availability of grant funding to be explored once quotes have been obtained.

Action: Research grant availability and advise committee (LB)

8. Events

- a. The Christmas Market has been arranged by JacB and LM and is scheduled for Saturday 30th November 2024.

Action: All committee members should provide support in the preparation and execution of this event as required (all)

Action: A volunteer to perform the role of Father Christmas will need to be found (PP)
- b. A fundraising concert, with dinner, has been scheduled for 18th January 2025 featuring The Wychcraft Rock and Pop Choir and Three Piece Sweet. A fish and chip van will be on-site. Tickets will be priced at £20 per head which will include dinner. Performers will be charged £10 only to cover the cost of the food.

Action: Volunteers to manage the door, sell raffle tickets and manage the bar will be required (all)

NB: JB and MP will be performing so will not be available for these duties

Action: A drummer and sound engineer will be approached to provide their services free of charge (MP)
- c. A race-night has been proposed for March/April 2025.

Action: Liaise with Pete Moss regarding organisation of the event (MP)
- d. It was suggested that a quiz night should be organised. It was noted that the choice of quizmaster is fundamental to the success of such an event.

Action: Identify possible quizmaster (LB and MP)

9. Booking and Marketing Report

Following the recent Halloween party booking, it was noted that the hall was left in a very poor state. It was apparent that adult supervision was lacking despite promises to the contrary though the hirers were actually over 18 years old so were technically adults

Significant concern was expressed regarding the possibility of under-age drinking and excessive noise continuing beyond the agreed time. MP had consulted the whole committee prior to taking the booking and, though concerns were expressed, the consensus view was that the booking would be taken. With the benefit of hindsight, it was agreed that this was a mistake.

To avoid a recurrence, MP proposed taking a deposit of £200 from anyone booking a private party where he judged that there was a potential risk of the facilities being abused. MP has also proposed that all hirers would be given the option to add an additional hour to the booking so that they can clean up themselves or pay an additional £15 for our cleaner to clean up after them.

LB suggested that the requirement for a deposit and for a cleaning charge be included in the terms and conditions, which can be found on the Tiddy Hall website. This was considered at length and it was agreed that a degree of flexibility was required, depending on who is hiring the hall and for what purpose. It was agreed that the terms and conditions will be amended to state that a deposit and cleaning charge *may* be added to the hiring fee.

Action: Update the terms and conditions (MP)

10. Finance Report

A written report was distributed to the committee in advance of the meeting (copy attached).

In summary:

- a. the accounts for 2023/24 have now been signed off by Paul White.
- b. Due to the timing of the receipt of the grant for the solar panels and LED lighting system, income for 2023/24 was inflated and will be similarly deflated in 2024/25. Grant funds were received in 2023/24 but not spent until 2024/25.
- c. There was also an energy bill in respect of 2023/24 which was not paid until 2024/25, further exacerbating the distortion of the figures in both years.
- d. Finally, a very large beer order from Hook Norton Brewery which should have been invoiced in 2022/23 was not issued until 2024/25. As a result, the accounts for 2022/23 were over-stated by some £1,700 and the accounts for 2024/25 will be similarly understated.
- e. The accounts for 2024/25 will show a very large deficit. Taking all of the adjustments into account, our income so far in 2024/25 is barely covering a day-to day running costs. It is expected that energy costs will reduce going forward following installation of solar panels and LED lights, but it is too early to tell what the full effect will be.
- f. It was agreed that we need to generate additional income from regular bookings and from fundraisers.

11. Annual Charity Commission Return

Now that the accounts for 2023/24 have been signed off, the annual Charity Commission Return will need to be submitted. In addition to the financials, this requires detailed disclosure regarding the policies that are in place to ensure that Tiddy Hall operates in accordance with Charity Commission guidelines. JB noted that Tiddy Hall does not currently have written policies in place covering the majority of the subjects specified by the Charity Commission. The only written policy currently in place appears to be the Safeguarding Policy.

All committee members will need to share in the work necessary to write these policies.

Action: Obtain and share details of policies that need to be written (JB)

12. Bar Duties

- a. 16th November 2024 (Folk Night) – PP and RP (+ LB for training purposes)
- b. 7th December 2024 (Folk Night) – JB and JacB
- c. 11th January 2025 (Folk Night) – PP and RP
- d. 18th January 2025 (3PS Fundraiser) – JacB and LB

13. AOB

- a. Fire retardant curtains

Action: check legal requirements and compliance (LB)

- b. Curtain and stage cleaning – following the recent Halloween party, the stage floor and the stage curtains have suffered staining. Dry cleaning (curtains) is expected to cost at least £125 which we will endeavour obtain from the hirer. Alternative cleaning solutions will also be explored.

Action: Explore cleaning options (MP)

Action: Check whether cleaning (curtains and stage) is covered by the insurance policy (JB)

- c. One of the fire extinguishers was removed from its correct location during the Halloween party. The seal was broken but the extinguisher is still showing 'full'.

Action: Fire extinguisher to be resealed and returned to its correct place (MP)

- d. PP advised that the dishwasher is in need of descaling. JB advised that the descaling solution is in the cupboard adjacent to the dishwasher. This should be connected to the dishwasher in place of the regular detergent and then the dishwasher should be warmed up (about one hour) and then activated. JB believes that Lorna, the new cleaner, should be aware of how to do this as Sally have her a thorough hand-over.

- e. One of the patio slabs relayed by the contractors that addressed the flooding problem as dropped, creating a trip hazard.

Action: Liaise with contractor to get this repaired (JB)

- f. LB noted that PL had now stood down as Treasurer and asked whether she had formally resigned from the committee.

Action: Liaise with PL to confirm (JB)

14. Date of Next Meeting

Monday 6th January 2024 at 7pm



Chair

11/12/24

