

The Tiddy Hall

Ascott-under-Wychwood, Oxon

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

ADMINISTERED BY LOCAL TRUSTEES

Minutes - Annual General Meeting

Tiddy Hall

19:00 Wednesday 19th July 2023

(Trustees only)

1. Present

JB, JacB, MP, KB, SG, HM, PP, IR

2. Apologies

None

3. Conflicts

MP and PP are hirers as well as trustees.

4. Minutes of Previous Meeting

Agreed and signed.

5. Matters Arising:

a. *Summer 2024 music event:*

SG has spoken to Bob Chilcott and agreed that an event will be scheduled for mid-summer 2024. SG to project manage.

b. *Quote for refitting doors:*

PP confirmed that she has chased by email. The contractors visited on 19/7 and will provide a costing for repairs/replacement. Since the meeting took place, a quote to replace the broken glass and refurbish the existing doors has been received and is being considered (£1,244.46). MP has suggested that, before agreeing to the work, we should obtain a quote for a complete replacement of the doors.

c. *Reclassification of bank account:*

HM has chased Barclays who advised that they need to undertake due diligence on all trustees before progressing the switch. All agreed to be contacted by Barclays.

d. *Storage:*

The village shop has removed the files that were stored in the storeroom on the first floor. Brian Leach has agreed to review the items stored for the Parish Council and remove any redundant equipment.

e. *Tiddy Hall Tidy-up:*

Dates have been scheduled for kitchen clean and outside maintenance work.

There remains an issue regarding the availability of storage space for Tiddy Hall equipment, as noted in previous meetings. Further consideration will need to be given to addressing this.

6. Chairman's Report:

Paper distributed in advance of meeting (copy attached)

7. Re-election of Officers.

JacB, PP, and MP stood down and offered themselves for re-election. All were re-elected.

- a. SG proposed and KB seconded MP.
- b. KB proposed and SG seconded PP.
- c. IR proposed and KB seconded JacB.

8. Resignations

After many years of excellent service to Tiddy hall, the follow trustees announced their intention to resign: IR, KB and SG. All agreed to be 'friends of Tiddy Hall' and to help out when available. JB thanked them for their tremendous contributions over many years.

In addition, HM, who only took up the role as Treasurer relatively recently, advised that he is moving away from the area shortly and so will also have to resign. It was agreed that we need to attract new trustees as a matter of urgency. In particular, the Treasurer position needs to be filled as soon as possible as this involves management of the bank account. HM and JB are currently the only authorised signatures on the account.

Given that the accounts with Barclays are in the process of being switched from a 'business' to a 'trustees' classification, the removal of the Treasurer from the mandate before the process has been concluded would be inappropriate. In the circumstances, HM will have to continue as an authorised signatory until a new Treasurer is appointed and will see through the transition of the bank accounts with Barclays (albeit at arm's length once he physically moves house).

All other activities (e.g. issuing and reconciling invoices, paying bills, being the named party for correspondence in respect of utility bills, council tax and so on) will have to be undertaken by JB with help from JacB as a temporary measure when HM moves. It is clearly inappropriate for the Chairman to act additionally as Treasurer and to be the sole authorised signatory on the accounts with Barclays so this interim arrangement must not be allowed to continue for longer than absolutely necessary.

(Public from 19:30)

9. Treasurer's Report

Paper distributed in advance of meeting.

Nick Carter, the former treasurer, joined the meeting and noted that, in his view, the potential impact of the difficult financial situation may have been exaggerated somewhat. He advised that shortfalls in income relative to cost had occurred in the past.

JB agreed that Tiddy Hall was not in imminent danger of having to close as there is a healthy balance in the bank account. However, this is due mainly to the Covid grant which was an exceptional item. Stripping out the capital expenditure (£5,200 on new stage lights), the hall is currently running at a net monthly shortfall of around £620. This equates to £7,440 per annum. If no action were to be taken and costs and income were to continue at current levels, Tiddy Hall would run out of money in around 5 years. JB confirmed that we will continue to explore ways of reducing costs and driving up income by promoting regular usage and one-off fundraising events.

With regard to fundraisers, JB noted that the two events that had been organised recently by MP to fund the cost of the stage lighting were very successful, raising in the region of £3,000. Further events are planned to include a joint Rock Choir/3PS concert.

It was agreed that we would also arrange a 'Flix in The Stix' event. The format of the event still needs to be agreed (e.g. themed dinner provided by a caterer, fish and chip van, BBQ, pig roast or no food) and the film needs to be chosen and the date confirmed. We will need to obtain a licence but the film itself can be obtained from any legitimate source, including downloads.

10. Energy costs:

Paper distributed in advance of meeting.

11. Car Park:

After much discussion, involving the three villagers who joined the meeting, it was agreed that the car park will NOT be locked other than when an event is taking place. An 'A-board' will be positioned at the entrance on the day before each event stating that the car park has been hired out for an event and will be unavailable for 'casual parkers' (i.e. those not attending the event) and 'village parkers' (i.e. local village residents who have obtained a permit to park at Tiddy hall on a regular basis).

The gate will be locked the day before an event and opened for attendees when the event is due to start. It will then remain unlocked until the next event. The only exception to this general approach will be when Pre-school is in session. The car park has always been locked at these times and, for obvious reasons, this will continue to be the case. It will be noted that Pre-school runs every weekday during term time.

Casual parkers and village parkers will continue to be invited to make a small donation to Tiddy Hall funds to contribute to maintenance costs.

12. Marketing, fundraising and other events:

a. Social media plan:

MP continues to post on the Ascott under Wychwood Tiddy Hall Facebook pages. Promotional videos have been produced, and will continue to be produced from time to time, and shared on social media and the Tiddy Hall YouTube channel. All trustees and villagers are encouraged to post on social media in support of Tiddy Hall and to subscribe to the Tiddy Hall YouTube channel.

b. Feedback regarding 3PS and Folk Night fundraisers:

As noted, both events were very well attended and raised around £3,000 in total. Feedback regarding the events themselves was very positive.

c. Future events:

It was agreed in principle that we should relaunch the 'Flix in The Stix' initiative which used to run quite successful before lock-down. A provisional date of 14 October was agreed. We need to identify a suitable film, agree the format (e.g. catering) and consider the resourcing of the event. Some concern had been expressed in recent meetings regarding the viability of this initiative, notwithstanding its success in the past, but it was agreed that we could only evaluate this by arranging one event. The risk is that we do not recover our costs but we should be able to gauge demand in sufficient time to cancel the event a week or so before its scheduled date without incurring too many costs.

13. Trustee and Treasurer Recruitment:

Unsurprisingly, none of the 3 villagers who joined the meeting was prepared to support Tiddy hall by becoming a trustee. One was the former treasurer who had recently resigned from the post after many years of excellent service and another is the partner of an existing trustee and already does, in fact, support Tiddy Hall as a volunteer from time to time.

It was noted that ideally, we should encourage Shipton Road residents to become trustees due to their proximity to Tiddy Hall. In fact, flyers have recently been distributed to every house in the village and we have had a couple of people express an interest in getting involved.

It was further suggested that we should write personalised letters to local residents inviting them to volunteer. JB commented that, given we now have only four trustees in place, we do not currently have sufficient resources to undertake such an exercise. Of course, any offers of help from beyond the four trustees would be gratefully received.

14. Bar Duties:

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|----------------------------------|--|
| a. 2 September (Folk Night) | – IR and Brian |
| b. 7 October 2023 (Folk Night) | – SG & NC |
| c. 25 November 2023 (Folk Night) | - PP and Richard (JacB and MP to help) |
| d. 16 December 2023 (Folk Night) | - |

15. **AOB**

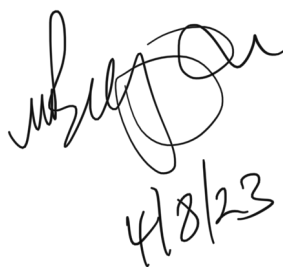
It has been practice since the inception of Tiddy Hall that minutes of meetings are recorded in ledgers retained in the committee room. Initially these would have been handwritten but, in more recent times, they have been printed and the glued to the pages of a ledger. JB noted that this was, perhaps, a somewhat anachronistic approach and suggested that now might be the time to embrace current technology. MP advised that the minutes could be stored on the website where they would be accessible to all who have an interest in reading them. JB concurred and this was agreed.

16. **Date of Next Meeting**

To be agreed outside of the meeting.

17. **Actions**

- a. Continue the dialogue with Bob Chilcott and update on plans to host a musical event in 2024. **(SG)**
- b. Review quote for door repairs and consider option to obtain a quote for complete replacement. **(all)**
- c. Expedite reclassification of bank accounts with Barclays. **(HM)**
- d. Identify potential volunteers to join the committee as trustees. Recruiting a replacement treasurer is the most pressing issue. **(all)**
- e. Ensure meter readings are submitted promptly each month via the Opus web-portal **(HM)**
- f. Transfer named party in respect of utility providers, Council Tax and general correspondence to the new treasurer (once appointed). If a treasurer cannot be appointed by the time HM leaves the village, JB will become the named party for such matters on an interim basis. **(HM)**
- g. Once the bank accounts have been reclassified, update the mandate to reflect HM's departure and the appointment of a new treasurer. **(HM & JB)**
- h. Implement new car parking arrangements. **(MP)**
- i. Initiate 'Flix in The Stix' event. **(JB & JacB)**
- j. Create a section on the Tiddy Hall website to host minutes of meetings. **(MP)**
- k. Set date for next meeting. **(JB)**



Handwritten signature and date: 4/8/23