



**SAVE OLD SCHOOL:
Informal Meeting at Wellcroft Cottage, Ivinghoe,
19th November 2012 at 1.00pm**

PRESENT: Carol Tarrant
Liz Raba
Joley Roberts
Haley Wesley
Bob Corn

CIRCULATION: Those present, Ivinghoe Old School Community Hub Management Group.

Carol welcomed everyone to the meeting – noting that the SOS have now signed the lease for the building, and applications have been lodged for funding – this meeting being called to informally talk through proposed Sub-Lease arrangements for Flametree Community Ltd., and for CuriosiTEA.

- 1.0 Haley, Liz and Joley had met previously to discuss their respective concerns, how they might work together, etc. and had drawn up some questions for us to answer.
- 2.0 Insurances, Liabilities, etc., are to be sorted – probably in a meeting with lawyer Andrea Squires; generally, the Ivinghoe Old School Community Hub Trust (IOSCH) would look to the sub-tenants to make their own arrangements to cover their own Business, Public Liability and Contents Insurances.
- 3.0 PRS (Live Music) and PL (Pre-recorded music) Licences to be obtained – cost probably to be equally split between us all – subject to agreement with IOSCH. An approximated price of £140 annually was quickly obtained.
- 4.0 Cleaning – During a discussion about a future part-time caretaker, who might hold several needed skills and roles to co-ordinate practical tasks within the hub space, tenants expressed their preference to keep their own areas clean – we do need to confirm arrangements for a local key holder, alarm responses, etc.
- 5.0 Children's use of toilets – Flametree need separation of 'safe' use for Children, and will need to set up a register for CRB checks, etc.; this to be discussed with IOSCH.
- 6.0 Query as to how the Cyb-Org IT Suite is to be manned – security, anti-theft provision was assured, how many people there at any one time, alarms throughout the space were assured, etc. Hayley will speak with her contact Leonie Davis of Epson UK re-donation of promised printers last March, which Carol has already accepted gratefully, but put off delivery up till now.
- 7.0 Lighting – questions on whether there will be adequate external lighting above entry/exit doors etc. in this conservation space, were assured. Inside strip lighting was also assured as being replaced.
- 8.0 Sub metering gas heating, water and internal lighting was agreed.
- 9.0 Flametree offered to arrange a 'Master Diary' in liaison with Haley – this will also cover the 'Community Room'; an 'On-Line' Booking facility could be arranged

on the IOSCH web-site with an online PDF on ‘Terms and Conditions to read and accept’, in concert with the Diary.

- 10.0 Smoke and Fire Alarms to be checked.
- 11.0 It is intended that WiFi and a Centre Phone would be installed; any special telephones for each tenant – or a card-machine line as required by CuriosiTEA – would be individual tenant’s responsibility.
- 12.0 Decorations – generally, IOSCH are bringing the building to a good basic standard of decoration and service – if anything beyond that is required by individual tenants (e.g. a baked potato oven in the CuriosiTEA Café, any special lighting, etc.) then that must be tenant’s responsibility.
- 13.0 Sub-Lease length – suggested as ‘slightly less than three years’; tenants requested they were comfortable with ‘simple lease language’ including ‘sub-lease length, break clause, and defined responsibilities and provision from trustees, beyond which all is down to sub-lessor to provide!’
- 14.0 Signage – Bucks.C.C. had asked that any signs be ‘appropriate’ to the setting of the building, planned signage was discussed and fitted into this category as it consisted of modest plaques, A –frame advert holder and tasteful use of corner pole sign-posting. All of these would be subject to planning permissions anyway.
- 15.0 Address of Building: Ivinghoe Village Centre, High Street, Ivinghoe, Leighton Buzzard, LU7 9EX.
- 16.0 Flametree Community Ltd has their own web-site which they would like to link to IOSCH web-site – with extra ‘va-va-voom’! They have offered the extra work to achieve a variety of domain add-ons in order to be able to update activities etc. each week and wonder if they might introduce information ‘through the back’ as admin people. Ian – (Liz’s husband) creates websites for a living so is happy to assist Martin by taking on this extra upgrade and admin tasks himself.
- 17.0 **NEXT MEETING:** To be determined.

