



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
CuriosiTEA Rooms, 27th April 2015 at 7.30pm**



BPL Roofing Ltd.

PRESENT: Carol Tarrant
Bob Corn
Hayley Wesley
Margaret Holiday
Cath Laidler
John Wallis
Sylvia Simmonds
Richard Wade

APOLOGIES: Russell Smith, Karen Groom, Kate Mackie, Alex Wynne

Carol welcomed everyone to the meeting – and gave grateful thanks to John Wallis, who is retiring as Treasurer this evening, for his invaluable help in starting with us in assembling the project to save the Old School for the Community of Ivinghoe, and for keeping a calm hand on the financial tiller in taking the project to the success that it is today! She gave John a gift on behalf of the Hub as a token of our appreciation for his help, amid applause from everyone present!

1.0 Previous Minutes:

Agreed as a true and accurate record; matters arising were: Signs – now due to be installed on 1st May 2015, although we have been disappointed previously by the dilatory supplier (now to be 5th May 2015 at 9.30am!); Alternative Recycling Bins – Carol has ordered these (delivered on 29th April 2015); Kitchen Waste Pipe now cemented in – gully to be attended to after the new recycling bins have been delivered; Booking Form updated; Internal Window cleaning carried out.

2.0 Financial Update:

- 2.1 John tabled a current financial statement – indicating just over £10,710 in funds at 31st March 2015 – as attached. After a query, Bob to check the Performing Rights Society status – so that we may use recorded music and radios in the building – the licence had been purchased originally, but it is not clear if the licence is current since no direct debit appears to have been taken.
- 2.2 After discussion re-the level of financial reserve which we should maintain, Richard as new Treasurer will, with John, examine the status and levels of insurance cover which we have, and then make a recommendation. ((NOTE: After the meeting, Richard reported thus: ‘Further to last night’s meeting, I checked the insurance documents and we are well covered. The property is insured and we have protection for loss of earnings. Therefore I don’t think we can justify a reserve of more than 6 months income (£6,000 based on 2014/2015 excluding grants and sundries). Incidentally I also noticed that we have employer’s liability insurance in the event that any volunteer or paid staff member has an accident.’)).

3.0 Tents and Toilets Hiring Policies:

- 3.1 After being approached recently by the Bucks Federation of Women’s Institutes to loan them the use of one of our 9metre x 3metre Gazebo Tents, we were then approached by the Beacon Choir to allow them to use both of the two which we have, for their Musical Afternoon and Evening on 20th June 2015; also, the Beacon Choir have asked if they might use our toilets for their event on 20th June 2015.
- 3.2 After discussion, the meeting agreed that (after the loan for the Beacon Choir event) we should charge £10 for the loan of each 9metre x 3metre Gazebo Tent – also asking for a £50 deposit cheque, against the risk of damage – the cheque being handed back in the event of no damage being suffered. For the use of Toilets, the Beacon Choir should be charged £20, assuming that around 100 people will attend their 20th June 2015 event; this policy would be carried forward for further events, pro-rata based on numbers attending an event.

- 3.3 The meeting further agreed that Toilets should be locked in general use, customers having to ask for the key for their use; anyone hiring the Community Space and/or the IT Suite, would be responsible as a key-holder for Toilet Use. Bob will purchase and install appropriate locks.

4.0 Forward Planning:

- 4.1 Bucks Federation of Women's Institutes – 28th April 2015 – Carol asked for volunteers to help with the erection of the 9metre x 3metre Gazebo Tent – she and Bob to attend at 9.00am to put the Tent up (thanks later due to Dennis Wesley, who also generously gave his time and energy in helping out).
- 4.2 General Election on 7th May 2015 – Bob has been liaising with AVDC in making arrangements – he plans to meet the Election Clerks at 7.00am on the day, and lock up at 'close of play' at 10.00pm (NOTE: the Chief Clerk attending has arranged to meet Bob at 5.30pm on 6th May 2015 to confirm provision – screens already having been delivered; hopefully the Clerk will be able to negotiate the Security Code system, thus Bob will not need to be present for the early and late start!).
- 4.3 Village Fete Day 13th June 2015: We have been asked to allow the Fete Treasurer to use the IT Suite for the Cash Counting, also to reserve the Community Space for use by Fete Visitors in the event of rain; further we have been asked perhaps to advertise in the Fete Programme - £25 for an A5 ad. After discussion, the meeting noted that potentially we could charge £52 for the facilities requested; in the event, the meeting agreed that we should charge £26 for the facilities requested, and seek a free advert in the Fete Programme. We will not have a Table or Gazebo presence at the Fete.
- 4.4 Beacon Choir Event on 20th June 2015: Assuming that the Choir continue with the loan of the 9metre x 3metre Gazebo Tents, then they should erect them themselves – there are instructions in the pole bags! We should secure the Community Space Door shut, so that the Choir and their visitors do not have free access to the entire Hub.
- 4.5 Carol and Bob will be on holiday from 21st June 2015 to 5th July 2015 – could we have volunteers to assist with the normal modest caretaking duties in their absence? John offered help, although after discussion the meeting felt that we should consider employing someone for one hour per day – Carol to pursue and discuss further.

5.0 General Building Matters:

- 5.1 Hayley raised the issue of Outdoor Lighting: firstly, could we consider external lighting to the rear step, adjacent our rear gate to the Lawn? Could we consider external lighting above the Cloakroom Door exit, to make it safer for her and her staff leaving in hours of darkness, also to provide lighting for stall-holders in that area at Christmas Market, etc.? Could we consider reducing the lighting which currently illuminates the front yard and rear area (where the Post Office entrance used to be), which does provide a measure of security to the IT Suite? The meeting agreed that we should provide the new lighting to the rear step and over the cloakroom door, and to negotiate lesser wattage of bulbs to front yard and rear entrance at the same time – these latter are on a timeclock to switch-on at dusk and to switch-off at 10.30pm GMT; Bob to implement.
- 5.2 'Café' and 'Hub' Signs – these should be delivered and installed on 1st May 2015 (now to be 5th May 2015 at 9.30am); Bob noted that he had lodged a Grant Application with the Paradigm Foundation for these, and had received an acknowledgement – he expects to hear of success or failure of the application shortly.
- 5.3 PA System in Community Space – noted that a Grant Application for £1,000 towards this has been lodged with the AVDC Community Chest, and Bob anticipates hearing by 7th May 2015 as to the success or failure of the application.
- 5.4 External Paving – Bob has obtained two quotes for this proposed work - £31,000 inc VAT, and £27,000 ex VAT – he had lodged a Grant Application with the BIFFA Awards Scheme without success, and is part way through an Application for one of the National Lottery Streams. However, he has recently heard from another source (as yet he is not permitted to reveal the source, in the event that it does not succeed!) that funding may be available – he should hear within 'a few weeks'.
- 5.5 Richard noted that if we do elect to maintain a Financial Reserve, this needs to be borne in mind with this sort of capital expenditure.

6.0 Ivinghoe Old School Book:

- 6.1 Sylvia reported that the Book Group – she, Margaret, Carol and Bob – have outlined Chapter Headings (from before the school, establishing the school, opening the school, through the period of opening, etc.), and research is proceeding.
- 6.2 We have registered with a digital publishing web-site – ‘Fast Pencil’ – and approximately £500 has been donated towards the project from a now inactive local group; also, there is the possibility of a further £1,200 from another previously established local publishing project – although this latter is currently looking less likely due to banking constraints and regulations (although not sure what will happen to the £1,200 if our project doesn’t benefit!).
- 6.3 The Old School Reunion Lunch on 30th May 2015 is a likely source of further information.

7.0 Any Other Business:

- 7.1 There was no other business.

8.0 Next Meetings:

Ad-hoc meetings as necessary;

28th July 2015 at 7.30pm in CuriosiTEA Rooms – formal Trustees Meeting;

26th August 2015 at 7.30pm in the Community Space – Annual General Meeting.



TREASURER'S REPORT 1 April 2014-31 March 2015

Net surplus income for the year £5,063.90

Expenditure

Down by £86,426 due mainly to completion of the main repairs and renewals and the fitting out of the IT Suite. Further refurbishments will be carried out as and when funds are available.

Gas shows a credit balance of £12.91 as at 31 March. This is because our tenant pays the apportioned part of the gas bill before it is debited to our bank account!

Now that we have been functioning fully for a year our AVDC costs and utilities have risen accordingly.

NFU insurance (£559.29) now just covers fire, public and employers liability whereas last years premium (£1045.29) included cover for our builders liabilities.

Income

Now after functioning for a full year our income has risen from £9112 to £14176 due to receipt of a full years café rent and increased use of the Hub facilities; Hall Hire, Hub Activities, IT Suite etc.

As a result of the above our total funds now stand at £10710.18

IVINGHOE OLD SCHOOL COMMUNITY HUB (1 April 2014 to 31 March 2015)

<u>Income</u>	<u>2014/2015</u>	<u>2013/2014</u>	<u>Expenditure</u>	<u>2014/2015</u>	<u>2013/2014</u>
Bank interest	9.04	34.86	Electricity	485.10	222.20
Donations	155.24	1505.70	Advertising	0.00	91.46
Grants	1000.00	38230.00	AVDC	612.00	191.75
Hall hire	4283.36	1774.77	Bank charge	0.00	8.00
Hub Activities	1641.43	0.00	Gas	12.91	86.11
IT Suite hire	456.42	66.00	Cleaning Expenses	0.00	118.46
Photocopying service	130.80	3.50	Miscellaneous Exps	1763.84	1465.05
Rent (Café)	6000.00	2700.00	IT Suite Expenses	687.66	1812.37
IOSCH Book Fund	500.00		NFU Insurance	559.29	1045.29
	<u>14176.29</u>	<u>44314.83</u>	Postages	3.80	8.10
			Repairs & Renewals	4361.06	89972.13
			Stationery	116.90	47.44
Excess Expenditure/ Income		51224.21	Telephone (now in IT Suite exp)	0.00	114.84
	<u>14176.29</u>	<u>95539.04</u>	Water Rates	<u>535.65</u>	<u>355.84</u>
				9112.39	95539.04
			Excess Income/Expenditure	<u>5063.90</u>	
				<u>14176.29</u>	<u>95539.04</u>

IVINGHOE OLD SCHOOL COMMUNITY HUB FUNDS AS AT 31 MARCH 2015

Funds held as at 31 March 2014	5646.28	Represented by Co-op Bank C/A	10149.35
Add excess income	<u>5063.90</u>	Cash in hand	<u>560.83</u>
	<u>10710.18</u>		<u>10710.18</u>

I have examined the accounts and confirm that they are in accordance with the books, records and explanations presented to me

John W. Wallis
Hon. Treasurer (as at 31 March 2015)