



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
CuriosiTEA Rooms, 28th July 2015 at 7.30pm**



BPL Roofing Ltd.

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

APOLOGIES: Russell Smith, Alex Wynne

Carol welcomed everyone to the meeting – noting that Hayley and Cath would join us as soon as they can after their Metafit class! The agenda was then delivered in a more convenient order combining relevant issues and delaying those which affected Hayley and Cath directly. Thanks to Hayley for allowing us to meet in the CuriosiTEA Rooms, initially in her absence

1.0 Previous Minutes:

Agreed as a true and accurate record of the meeting – although John noted that the accounting figures which had been appended to the minutes had been mildly in error – totals were correct, minor discrepancy in his reporting had occurred – the correct figures now attached hereto.

2.0 Financial Update:

2.1 Richard tabled a current financial statement – indicating just over £11,782 in funds at 27th July 2015 – as attached, noting that £6,000 is now held as reserve, and an operating surplus over the last three months of £1,072 – although we had spent almost £150 on Toilet Rolls!

3.0 Cleaning/Caretaking/Building Administration/DiY/Gardening:

- 3.1 After discussion on the experience during our recent use of a temporary cleaner for the duration of Carol and Bob's holiday, where Carol outlined the short but repeated duration of time that this cleaning role needs – explaining why it is difficult to define as a role to advertise for a cleaner! It has only worked well whilst being undertaken as part and parcel of the general 'Caretaking' role which Carol as Chair and Bob as Secretary have played for two years now. Stewarding the building for maintenance, moving furniture for events, gardening, DIY plumbing, decorating and carpentry, and secretarial tasks, filled out any day around repeated periodic cleaning of the three lavatories and the floors. The meeting re-affirmed that a cleaner be employed; noted that once the Coin Operated Lock is installed to the Disabled Toilet, the lavatory users are more likely to contain adults and thus be better treated.
- 3.2 Hayley will be prepared to adopt a cleaning rota for the Disabled/Family Toilet among her staff, at no cost to the Hub. As to cleaning generally, Cath Laidler offered to provide a cleaning service throughout the Hub for up to 7 hours per week, as required, and on a flexible basis to suit the requirement. This was gratefully accepted for a trial period. Terms of reference were not finalised however - Carol to carry on as the 'toilet fairy' till the change-over becomes formal.
- 3.3 Hayley explained that she would prefer to keep her valuable stock in a more private situation, so would like to have all cleaning equipment out of the old

Gents lavatory which, in use, has become the staff loo and stock cupboard. Carol mentioned that storage was the abiding problem in the Hub and that Hayley's food containers needed to be kept away from sanitary products, of course. The meeting agreed that a Cleaner's Locker be obtained and installed neatly in a corner of the rather crowded Cloakroom Area – Bob to investigate, purchase and install something to fit as soon as he is practically able.

4.0 Building Matters:

4.1 Outside lighting – Bob had met an electrician – Darren Halsey – who was to have quoted for installation of new sensor operated lighting on the two corners of the rear of the building – allowing safer exit from the Cloakroom Door (powered from the main Community Space Distribution Board) in winter months, and providing light to the yard adjacent to the rear lawn gate (this one to be powered from Hayley's Electrical Distribution Board) – and for a low level bulkhead light to illuminate the rear gate step (powered via steel conduit attached to the low level brickwork, thence back to the Main Distribution Board in the Community Space); no quote had been received before this meeting. (NOTE – after the meeting, Bob received an email from Darren Halsey, who offered to carry out the work for £900 - £1,000, excluding the light fittings themselves which we would obtain, and excluding surface finish to the yard tarmac where he would need to trench in a conduit run below the finished surface – we would need to find and pay for another craftsman to finish off the disturbed tarmac surface). Bob will take this further with Darren Halsey to discuss how we implement.

Additionally, Bob had received an email from Trustee Russell Smith who asks if we could perhaps consider switching our front and south-facing security lights onto a movement sensor, rather than the 'dusk to 10.45pm' switching as currently exists – the lighting as currently arranged does cause light spillage into his property. Russell is mindful of our need for security, but is asking if we can make this change, which would benefit him greatly. After discussion, the meeting felt that the lighting 'as is' is a benefit to Old School users as they leave the building late at night – and in any event there is considerable lighting in the street – we should keep the matter under review. (NOTE: After the meeting, a group of Trustees inspected the light levels from our light fittings, which were felt to be physically higher than strictly necessary; Bob will investigate the possibility of simply lowering their position on the building, and/or moving them to reduce any impact on Russell's property.)

4.2 Roof Maintenance – Bob and Carol had met with the Roofing Company (BPL Roofing, who are carrying out the work at no charge!) who had reported that all was almost completed, apart from a small number of valley tiles, which they have left on-site, and some moss removal.

4.3 PA System – Grant of £1,000 awarded from AVDC Community Chest against anticipated expenditure of around £1,500; equipment now installed, although there remains a minor problem with sound distribution to the four pairs of speakers – only two pairs are currently hardwired, pending advice from a sound engineer with whom Bob is liaising – perfectly acceptable system in the meanwhile, just that we can't finely tune the direction of sound! Bob needs to send copies of expenditure receipts, and photographs of the kit in use – Bob has taken photographs of the Neighbourhood Development Plan Group and the Bridge Club using the equipment. We need now to prepare some form of rental policy, which Bob agreed to do as a first draft to circulate to all trustees for comments – (detailed in 7.1 below) (NOTE – Bob has sent the photographs and the receipts to Sarah Rothwell of AVDC Community Chest, who has acknowledged their receipt).

- 4.4** External Paving – Bob reported that the pledge of funding is still on the table – apparently up to £100,000 has been budgeted; he awaits contact from the funder’s building officer (NOTE – Bob is meeting one of the funder’s representatives on 10th August 2015 to discuss how to progress this).
- 4.5** Locking to toilet doors – Bob is progressing the installation of these, and has sourced an old fashioned (and thus more in character) ‘2p coin in the slot’ lock for the Disabled Toilet Door which is inexpensive so will hopefully not alienate our community, will encourage a more disciplined use of the toilet, and will help pay for sanitary products in use. He will fit these new locks as soon as he practically can; also, he feels that a non-paying digital control should be fitted to the ‘front toilets’ off the Community Space – this way, hirers will not need to pay more for toilet use beyond their hire charge for the space – the meeting agreed to this, Bob to implement. (NOTE – these are now installed!).
- 4.6** Sealing porous brickwork – Carol reported that during the meeting with the Roofing Contractor (item 3.2 above), she reminded them of our request to go beyond their free roof repairing provision and to provide a quote for applying sealing compound to the South Westerly facing brickwork, and South Easterly facing brickwork – in order that we might apply for a grant if needed. They will so arrange to provide a quote as soon as they are able – the quote to cover trimming back of ivy, etc., on the walls which will necessarily need to happen before the sealing material is applied.
- 4.7** Projection Screen – required to complete the PA System – and is subject of a Grant Application which Alex is managing for us (item 5.0 below).

5.0 Skipton Building Society Grant Application:

- 5.1** Alex had reported prior to the meeting that she is applying to the Skipton Building Society Grant Scheme for £500 – based on our need for a projection screen and black-out blinds, which will allow good use of our previously donated projector from Epson, and the now installed PA System. Bob reported his understanding that Alex would have lodged the application on 22nd July – it is needed to be lodged by 31st July 2015, as required by the Skipton Building Society.

6.0 ID of Trustees:

- 6.1** After a number of Trustees had voiced a desire for Trustees to wear some form of ID when they were in and around the Hub, so that members of the public could readily identify them, Carol tabled a number of options – an ID Badge on a lanyard, or an ID Badge which would pin to clothing – in either case the badge could be circular (to reflect the Hub Logo) or square; a Tee Shirt, Tabard or Hoodie which could bear the Hub Logo and a legend ‘Hub Volunteer Crew’ – Carol had prepared visuals to suggest how these might look. The meeting agreed that we proceed with ID Badge on a lanyard for the moment – with a view to Tee Shirts in the future (NOTE – after the meeting, Karen suggested that Tee Shirts be obtained for Carol and Bob to wear in their frequent visits to the Hub as part of the review).

7.0 Rental of Projector and PA System:

- 7.1** After discussion, and Bob tabling comparative figures where other village halls and companies hire this sort of equipment, the meeting agreed that Bob should put a draft policy together for hire of the Projector and PA System, based on £10 per hire for the Projector if used in the Community Space, and £20 per hire for the PA System if used in the Community Space, with a £100 cash deposit to be lodged with us during the week prior to hire. There is to be no external hiring of the equipment – it must remain within the Hub.

8.0 Arrangements for AGM:

- 8.1** This is to be held on 26th August 2015 at 7.30pm in the Community Space in the Hub here – as previously agreed, and now published in the immediately forthcoming Beacon magazine; John and Richard offered apology as they will both be away on holiday – they will advise on the Treasurer's Report to be presented before they go away, and read out by Bob. Carol will be presenting the Chair's Report – with perhaps half a dozen slides – and then we will need to elect Trustees who would each be expected to carry out a tasked role for the Hub on a 'regular user' basis. Catering arrangements will be simple and cheaper this year – it was agreed that current Trustees should each bring either some soft drink or savoury snack as a simple contribution for refreshments.
- 8.2** Noted that the 2016 AGM should be held in September – thus moving away from the holiday season!

9.0 Heritage Book Progress:

- 9.1** Sylvia reported that good progress is being made – with a view to preparing a draft in 2016.
- 9.2** Sylvia reported that the Old School re-union was very successful – with 52 attendees; added recollections were written and a database to keep in touch was started, however mostly phone numbers and few emails were offered. A texting reply is being planned by Sylvia. Mary Saintey had asked for an emailed copy of the photographs of her family who had attended – Carol was asked to arrange this as soon as possible (now completed!). Noted that £72 is in hand after all expenses of the re-union, which the meeting felt could be added to the Heritage Book funds.
- 9.3** The meeting felt that if anyone wanted hard-copy of photographs which were taken at the re-union, these should be charged at £2.50p each, and the task of doing this needs to be given to a trustee.

10.0 Any Other Business:

- 10.1** Fridge/Freezer – noted that door seals to the existing fridge/freezer, which is part of our provision within Hayley's lease, have become very worn, broken and inefficient, such that the required temperatures are barely being reached; Hayley to source an economic replacement, which we will pay for.
- 10.2** Benches for external use by Community Space Hirers – noted that those benches which Hayley has provided for her own Café Customers are frequently being used by Community Space Hirers, thus preventing Hayley's own Customers from using them! Carol tabled some figures of possible more solid but hinged seating though similar style, to make it possible for the outside market traders at our Christmas and Spring markets to use them in their tents, and thus prevent storage log-jams. The meeting decided on the cheaper and lighter fixed seating that we should purchase - four benches of similar character for Community Space Hirers, for positioning at the front of the building – Hayley suggested that her father might lead a group of volunteers in erecting these.
- 10.3** Cobwebs – at present Hayley prefers to clean her own café and its windows, but greatly dislikes the high level cobwebs! Bob to source an adjustable long pole cleaning device to clear high level cobwebs; Karen and Hayley will liaise re-the loan of a high step ladder to allow Hayley to clean the high level horizontal tie-rods in the Café.
- 10.4** Elder and Ivy – Margaret to clear elder and ivy which is growing against the Café end, lawn facing, external wall on Friday 31st July – Karen will kindly arrange removal of the debris (now in progress).
- 10.5** Petty Cash – Hayley raised the issue of minor hospitality when contractors are on site, and for example when 'formal' visitors meet with Carol to discuss

possible provision of service for our Community within the Hub; the meeting agreed to funding teas and coffees, to be paid against monthly expenditure records.

- 10.6** Building Plaque – Carol raised the matter of the existing plaque on the front of our building which has the legend ‘Ivinghoe Village Centre’ – she was authorised to price up a replacement which would read ‘Ivinghoe Old School Community Hub’, and circulate costings by email for trustees to review.
- 10.7** Future Dates – 7th August 2015 Psychic Night; 26th August 2015 AGM; 4th September 2015 Pop-Up Restaurant; 20th October 2015 pre-Christmas Market Trustees Meeting; 20th November 2015 Christmas Market
- 10.8** Fund Raising – Our Hub Christmas Market, which now brings outside sparkle, carol singing, hand crafted present buying, tasty foods and fun to Ivinghoe in late November each year - as part of our preparation for this November event could all Trustees think around what we might do between us all to raise funds for the Hub at this event, and other events which Trustees might plan in - which add interest to this and future Hub fund raising events? Please bring your ideas to the AGM.

11.0 Next Meetings:

26th August 2015 at 7.30pm – Annual General Meeting

20th October 2015 at 7.30pm – Trustees Meeting



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	302.21	222.20
Donations	155.24	1505.70	Advertising	0.00	91.46
Grants	1000.00	38230.00	AVDC	612.00	191.75
Hall hire	4223.36	1774.77	Bank charge	0.00	8.00
Hub Activities	1732.43	0.00	Gas	169.98	86.11
IT Suite hire	425.42	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	<u>500.00</u>		NFU Insurance	559.29	1045.29
	14176.29	44314.83	Postages	3.80	8.10
			Repairs & Renewals	4361.06	89972.13
			Stationery	116.90	47.44
			Telephone (now in IT Suite exp)	0.00	114.84
			Water Rates	<u>535.65</u>	<u>355.84</u>
				9112.39	95539.04
Excess Expenditure/ Income		51224.21	Excess Income/Expenditure	<u>5063.90</u>	
	<u>14176.29</u>	<u>95539.04</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>

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

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

Colin T. Arney 27/7/2015
(Independent Financial Examiner)

Treasurer's Report

27th July, 2013

To: IOSCH Trustees

From: Richard Wade

Revenue and surplus

Revenue for the last three months was £4,828 including a £1,000 grant towards the PA system and £349 from the Easter Fair (additional £92 recorded in the prior period).

The surplus (revenue less expenses) was £1,072

Expenses

Building improvements was the largest cost. The balance of the new lamppost and sign was £615 and the PA expenses to date are £1,340 (partially offset by £1,000 grant mentioned above).

Admin expenses are mainly insurance and telecoms

Sundries and consumables include £132 for the intruder alarm maintenance, £96 for the dishwasher service, £104 for the Eurobin, and £60 for recycling. £162 was also spent on the garden. Toilet roll expense was approaching £150!!

Reserve

As agreed at the last meeting, a reserve of £6,000 has been set aside. This represents approximately 6 months of revenue, excluding grants.

Bank and cash

The bank balance is £5,325. This is less than previously reported due to the establishment of the operating reserve.

At the end of June the IOSCH had cash of £296.

Richard

Profit and Loss Account
For the three months ending 30th June, 2015

	£	£
Turnover		3,828
Grants		<u>1,000</u>
Gross profit		4,828
Administrative expenses	(330)	
Building Improvements	(1,959)	
Lawn Hire	(50)	
Utilities	(589)	
Sundries and consumables	(832)	
Depreciation	<u>0</u>	
Operating expenses		(3,760)
Operating profit		1,068
Interest Income		4
Interest payable		
Profit before taxation		1,072
Taxation		
Profit after taxation		1,072
Profit / loss brought forward		10,710
Transfer to reserves		(6,000)
Reserve		6,000
Retained profit		11,782

Balance Sheet
As at 30th June, 2015

	£
Fixed assets	
Tangible assets	0
Current assets	
Debtors	408
Prepayments	
Cash	296
Short term deposits	5,325
Reserve	<u>6,000</u>
	12,029
Creditors:	
Amounts falling due within one year	<u>(247)</u>
Net current assets/(liabilities)	11,782
Total assets less current liabilities	11,782
Creditors:	
Amounts falling due after more than one year	<u>0</u>
Net assets	<u><u>11,782</u></u>
Capital and reserves	
Called-up share capital	
Share premium account	
Operating reserve reserves	
Profit and loss account	<u>11,782</u>
Shareholders funds	<u><u>11,782</u></u>

Signed on behalf of the Trustees

R J Wade
Treasurer
27th July, 2015