



**IVINGHOE OLD SCHOOL COMMUNITY HUB:  
ANNUAL GENERAL MEETING held in the Old School,  
Ivinghoe: 26<sup>th</sup> August 2014 at 7.30pm**



**PRESENT:** Carol Tarrant  
Hayley Wesley  
Bob Corn

Alex Wynne  
Louise Stobbs  
Sylvia Simmonds

**APOLOGIES:** Cath Laidler, Richard Wade, John Wallis, Margaret Holliday, Karen Groom, Kate Mackie

**1.0 Previous AGM Minutes:**

Agreed as a true and accurate record.

**2.0 Chair's Report:**

- 2.1 Carol presented her report as attached – with visuals! Alex proposed acceptance, Hayley seconded – carried.
- 2.2 Carol thanked all outgoing trustees – particularly Kate Mackie for her sterling support – and again reiterated thanks to John Wallis who had stepped down as Treasurer during the last year, although remaining as Trustee – everyone supported the thanks.

**3.0 Treasurer's Report:**

- 3.1 As attached – Bob presented on behalf of Treasurer Richard Wade, and John Wallis (who had previously prepared the figures for year April 2014 – March 2015) – Bob proposed acceptance, Sylvia seconded - carried.

**4.0 Trustee Elections:**

- 4.1 Chair: Carol Tarrant – proposed by Sylvia Simmonds, seconded Hayley Wesley – carried; Carol accepted the role.
- 4.2 Secretary: Bob Corn – proposed by Hayley Wesley, seconded Alex Wynne – carried; Bob accepted the role.
- 4.3 Treasurer: Richard Wade – proposed by Alex Wynne, seconded Carol Tarrant – carried; Richard to confirm acceptance.
- 4.4 Trustees: A discussion took place around the role of Trustees, and Carol stressed that she was anxious that elected Trustees carry a responsibility to assist in the day to day running of the Hub – she will put thought behind a formal rota against which Trustees names would be put, and the possibility of a quarterly working party to carry out decorative maintenance, etc. Bob will issue the monthly calendar to all Trustees to give them an indication of the bookings, and the likely need for any attention: Election of Trustees was thus:
  - 4.4.1 Karen Groom – proposed Hayley Wesley, seconded Carol Tarrant – carried; Karen to confirm acceptance.
  - 4.4.2 Margaret Holiday – proposed Carol Tarrant, seconded Sylvia Simmonds – carried; Margaret to confirm acceptance.
  - 4.4.3 John Wallis – proposed Alex Wynne, seconded Hayley Wesley – carried; John had previously indicated his willingness to stand.
  - 4.4.4 Alex Wynne – proposed Carol Tarrant, seconded Bob Corn – carried; Alex accepted the role, subject to this being her final year as Trustee.

- 4.4.5 Sylvia Simmonds – proposed Hayley Wesley, seconded Alex Wynne – carried; Sylvia accepted the role.
- 4.4.6 Cath Laidler – proposed Sylvia Simmonds, seconded Alex Wynne – carried; Cath to confirm acceptance of the role..
- 4.4.7 Hayley Wesley – proposed Alex Wynne, seconded Carol Tarrant – carried; Hayley accepted the role.

### **5.0 Any Other Business:**

- 5.1 Christmas Market ideas were briefly discussed – Carol offering ‘Guess what’s in my Sack’ – Hayley will progress stalls and other ideas – Trustees to meet to progress arrangements.
- 5.2 The need for a Cleaner was discussed as Cath is no longer able to offer the role – we should advertise for someone who can accommodate the sporadic hours that the role will require.
- 5.3 Louisa Stobbs made a plea for better coordination between Parish Council, the Town Hall Management Committee and ourselves as Trustees of the Hub when arranging joint exhibitions and events. Bob mentioned that he and Stephen Swinbank of the Town Hall regularly liaise, and have worked together well in the past – the Parish have always decided against any compromise of their booking charges and conditions.
- 5.4 Alex proposed thanks to Carol, Bob and Hayley for ‘keeping the show on the road’!

### **6.0 Next Meetings:**

Next AGM to be held in September 2016 – date and time to be announced, to be held in Ivinghoe Old School Community Hub;  
Next Trustees Meeting to be held on 20<sup>th</sup> October 2015 at 7.45pm, in CuriosiTEA Rooms.



## **CHAIR'S REPORT:**

My chairs report on our Community Hub this time is aimed at reminding us all of our last twelve months from August 2014-August 2015 - reviewing along the way what we have recently added or taken away. This happens in response to our hiring's and the slowly evolving requirements of its users – governed always by the culture of welcome and community wellbeing that we have always been guided by as our remit.

Last September Hayley's café CuriosiTEA Rooms was one and a quarter years old and doing lively business seven days a week, with Hayley leading her original team of two main helpers out of a team of five and continuing to cater for a wider community demand and also devise Pop up restaurants every month or so.....Greek, French, Hawaiian....and most recently a pie night have been well received and help to spread the news of the affordable home-made delights that Hayley continues to nurture the community with.

**What we enhanced, what we caste away.** Our community spaces have increased the density of bookings throughout each week adding in turn to the regular initial Yoga, Natural Pilates, Singing with Helen....., now with psychic evenings, art therapists and county wide art groups.....and more recently...bridge, my first ballet and a crochet group.....!

**In contrast It tuition is possible but has not yet begun – for lack of nerve we think from learners, and Children's Activity days have dropped off after the first half dozen - for lack of reliable groups of volunteers to assist with these rather exhausting days. Maybe a play-leader and team will evolve from the community.**

**Works completed, New initiatives,** When not doing some DIY around the building, Bob continues most days to spend time in the Hub carrying out many secretarial duties – and general running administration tasks. Whilst he is busy, and in the interests of spending our retirement together, I have performed the less glamorous task of being the Toilet Fairy for the last two years. As this is a 'little and often' task – I supplement it with something I find rewarding and restful – gardening. So, over the last year I have bought planters to add to those I donated and into these grown a range of plants which I try to keep as a colourful welcome all seasons of the year. (Costing £11 a planter in all!) I also enjoyed growing salad veggies for the Café as a second year's attempt. This time specifically adding to the herb garnishes with simply the requested list of salad leaves, onions, Tomatoes, and cucumbers. All but the last were prolific except the cucumbers which were all eaten by slugs. Margaret watered the plants whilst Bob and I were away and Alex watched over all the Hub needs.....both of them gardening away the wilder of the invading planting.

Oh yes, and just before BCC came out for their annual inspection in April 2015, I refurbished all the lower paintwork which had become chipped, stained and smudged through use. The meeting went well for a second year in which we outlined the evolving life of this Hub and proudly explained our financial solvency and robust future plans. This brings me to **future initiatives to save for** as after this meeting we were surprised by a **congratulatory money pledge of support for a future aspiration – to pave our surrounding playground area beautifully,....and we are in talks right now, designing this.**

**PA system.** Bob put the Public Address system together whilst I held the ladder and then went on to complete all the carpentry alone.

Sylvia and Margaret – Heritage Book – Reunion of Old Scholars...future socialising of this new group planned in, more on this later.

**Purchases,** Over the year we have stored the older donated metal tables and chairs more as Hayley has invested in some wooden benches, we as trustees have agreed at a recent meeting to buy more wooden benches for the front area to provide enough to cater for both the café and the hirers – who wish to sit outside in good weather. Our Lamp post and new signage are now installed and show how we are capable of sympathetic design which passed the planners scrutiny test, many of the community taking a while to notice its presence even – which is a compliment.

**Hiring policies** have now been developed for a much requested **Tent hire and PA system**, and of course the IT suite usage from basic printing, to hot-desking or tuition. **Toilet locks....or 2p or not to Pee – the debate continues....**Bob has sourced and installed a ‘pay as you go’ two pence locks to the disabled toilet door, and a digital lock to the front toilets. We continue the experiment which had been proposed and voted on as to how to reduce the informal and untidy use of the loos by non-Hub users, particularly large bands of unruly children. There is the dilemma of this obvious community need, our managing of the messed up loo problem and the community perception of a 2p charge to encourage adults to attend the usage. The experiment continues.....to debate when there is more time.

**Employment,** Hayley Wesley’s own CuriosiTEA Rooms business as our pivotal tenant, runs a steadily increasing team which now a year late extends to nine part time helpers, thus bringing part-time jobs to the village.

**Cleaner** – This summer when Bob and I went off to the Dales for a 2 week break, our trustees had agreed to employ someone to be our holiday cleaner for a fortnight. This threw up some timing difficulties, should we decide to actually pay someone to fill this role permanently. The small, but repetitive call for this role has led us to look for someone already present in the building often during the week. We voted and accepted on the spot to accept Cath’s offer as both a trustee and a part time café employee to give us seven hours a week on this – spread as needed, the details of which we are yet to agree.

**Joining in with local community groups.** . At the end of September and again in November we threw open the Hub Community Rooms to the Artists Network Bedfordshire all weekend and their sales were good. In early November 2014 to mark 100 years since WW1 an exhibition of community memorabilia on WW1 plus Two Concerts called ‘Unsung Heroes’, ‘Oh what a lovely war’ were performed for Amnesty International by the Beacon choir. In mid-November we joined in the celebrations of Bonfire night, though this time with no bonfire and rather truculent fireworks – all enjoying nonetheless Hayley’s Coco, baked spuds and toffee apples. Later in November we held our twinkling Christmas Market, where 20 stallholders sold crafted presents and to the sound of Christmas carols sung and bell ringing, we roasted chestnuts and quaffed on mulled wine. At the end of November we threw open the community Rooms to the Beds Society of Artist all weekend and their sales also were good. In December 2014 we began using these Hub spaces for many of the Neighbourhood Development Plan steering group meetings and some of the engagement meetings, our heavy bookings has prevented us entertaining the actual Launch of the NDP to the community but our bespoke sessions with the older people and the youth are planned in for October and November 2015 respectively.

In Jan 2015 we kicked off the New Year with a new group regularly hiring our Community spaces – Art Therapists, who have by now fallen in love with the space for making art and are dreaming up more plans. We re-introduced the second year of February shrove Tuesday pancake racing for children on the Lawn, and hope that adults will soon be taking part, as this occasion is so delightfully rounded off in the café with pancakes all around – and more scrumptious food was served to the British legion Luncheon later that week. With Metafit adding to the mix of regular hirer's now - we witness the vigorous workouts weekly, which are keeping our young people fit. A monthly Parish Council presence where the audience capacity ranges from 1 to 60 is now a regular booking. An anti-‘Gladman style of development’ public meeting can and does fill our Hub to the corners, and we have by March started to have weekly hour-long meetings between Sylvia, Margaret, Bob and Carol to keep the Old School Ivinghoe research collated and begin on shaping the eventual Book. Table top sales of a Saturday are not uncommon, but mostly weekends here are booked with family celebrations of partying for Birthdays, weddings, christenings or wakes in remembrance or celebration. For the Easter Hols we persuaded our Parish Council to opt into Play in the Park for the local children and parents and our own Easter Spring Market in early April was busy but very wet – as we can all give personal witness to - for the outside stallholders and the raffle and Easter egg hunt prompters. Even so there were again approximately 50 Easter egg hunt winners to award and the café and Community rooms built up quite a good fug! Our profits of the day were around £650.

As we approached May and better weather Kids London came to enjoy the Hub and the outer spaces, another Psychic night and rehearsals by the Beacon choir wove around our regular variety of fitness and ‘singing with children’ classes. Then came the General Election taking over our spaces from 7am – 10pm, confirming the flat access brilliant practicality of this building for the whole community when needed! Venture Learning Foundation came back to use us later in May and a chic little crochet class has started regularly booking and decorating up the sink room....in the same way that the pottery people do when they set up here sometimes to paint ceramics with young children. Restaurant nights by Hayley and her hard working team, continue to delight the community, so it is good that my first ballet, Metafit, and Natural Pilates continue to tone us all up! More family celebrations and the Old School Old Scholars Reunion end the month of May. This long awaited reunion filled the community spaces with shy oldies who soon relaxed into chatting out such interesting stories to go into the planned book. The village fete on the Magna Carta theme brings us into June where the WI used our community rooms for a cake and tea space to escape the indifferent weather and our IT space was used to count their considerable profits...how do they achieve this? We welcomed a bridge group who meet every Monday afternoon as a regular booking now and just before Hayley catered for a sit down Tea for 43 people, she celebrated her second CuriosiTEA Rooms birthday!

The summer hols always increases the many after school children who use the swings and then the café during term time.....when they come from early till late with their picnicking on the Lawn families all summer! We have pledged our support all year in different ways to Ivinghoe Entertainments, who are not very active in receiving it yet – and when their presence was interrupted this summer as a summer festival events committee on the Lawn, whilst they rethought their situation, the space was used on that same weekend by the Church family so we ended up lending tents to the Beacon Choir and getting involved in their delightfully informal and rural welcoming choral day and Ceilidh dancing under the moon event instead – in the same way as the WI gathering on

the Lawn to pass on the Baton a few weeks before where we also responded as the onsite supportive venue.

This August, in fact just last weekend, we even had a ‘Pop-Up Shop’ over the weekend! Artist Network Bedfordshire are booked for the 11<sup>th</sup>-13<sup>th</sup> September, clashing with our NDP Consultation Launch which has now moved off to Brookmead junior school though we managed for October 15<sup>th</sup> and November 4<sup>th</sup> to be booked out to the NDP for bespoke Consultation events for the youth and the older members of the community respectively, this being the ideal venue for such a community event because Hayley’s catering, the IT suite support, Disabled loo and children’s changing facility combined with the central location and the playground distraction all make this ideal if dates match are busy diary. The Pop up Shop returns in November as does Artists Network Bedfordshire on 28<sup>th</sup>/ 29<sup>th</sup> Nov. Our own pre-Christmas Market is booked with several stall holders already for November 20<sup>th</sup> and we will discuss our own trustee role in this later this evening. The last date I will leave you with is December 4<sup>th</sup> for Hayley’s CuriosiTEA Rooms pop up Restaurant - this time on a Christmas theme, so do come along to that!

So every year we react to all special seasonal days in some simple way, but we also offer two large table sale markets at Christmas and Easter to bring those celebrations into the centre of this village as entertainment too. These market moments are dependent on trustee involvement both in the initiation of new stalls and in the delivery on the day. This has a slot on the agenda later this evening, to receive your ideas.

Hiring out the community space to families for their celebrations, to community groups for their health, educational and creative making and marketing combined with our Parish Council meeting here regularly – so all this puts us in the Hub at the centre of community life and its needs.

Everyone compliments us on our spaces, the refurbishment changes, the character of the rooms and the warm community welcome extended by all present trustees – so we are becoming fully used and accepted as a Community Asset, just as if we had been here in this capacity for years.

**We are about to elect our trustee group for 2015 – 2016 and it is essential that we strengthen our capacity to continue in our supportive Hub role. In order to share out the voluntary roles that the Hub demands it has evolved over the first two years that these voluntary trustees are all now ‘tasked trustees’, all of them feeling fully able to take on a weekly role within the Hub. Thus it is paramount that many more than just half of the trustees are able to be often present in the Hub and actively taking part.**

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**Market plans. Newer activities for Markets ideas now for Christmas market please!**

**Carol Tarrant  
Chair of Trustees, August 2014 – August 2015**

## **TREASURER'S REPORT**

### **Revenue and surplus**

Income for the year has risen from £9,112 to £14,176 due to a full year's income from the principal tenant and increased use of all of the Hub's facilities.

The surplus (revenue less expenses) was £5,064

### **Expenses**

Expenditure at £9,113 was £86,426 lower than in the previous year due to the completion of repairs, renewals and the fitting out of the IT suite. Building improvements remains the largest cost as refurbishments and improvements are carried out when sufficient funds are available.

The Hub is fully insured for fire, public and employers liability.

### **Bank and cash**

At the end of the financial year the Hub had funds of £10,710, an increase of £5,064 over the last year.

### **Examiner**

Colin J Arney has kindly agreed to continue to examine the Hub's accounts.

### **Looking forward**

The Trustees agreed to establish an operating reserve of £6,000. This represents approximately 6 months of revenue, excluding grants, and will only be used in the event of an unforeseen loss of income.

Building improvements continue to be the main expense. Since the end of the year a new lamppost and sign was commissioned and a PA system was installed, although the latter was largely offset by a grant.

Richard Wade

Treasurer, April 2015 – August 2015

**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	<u>44314.83</u>	Postages	3.80	8.10
			Repairs & Renewals	4361.06	89972.13
Excess Expenditure/ Income		51224.21	Stationery	116.90	47.44
	<u>14176.29</u>	<u>95539.04</u>	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 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
Add excess income	<u>5063.90</u>
	<u>10710.18</u>

Represented by Co-op Bank C/A	10149.35
Cash in hand	<u>560.83</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*

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