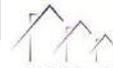




**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
CuriosiTEA Rooms, 15th October 2015 at 7.30pm**



BPL Roofing Ltd.

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

APOLOGIES: Richard Wade, Karen Groom

Carol welcomed everyone to the meeting.

1.0 Previous Minutes:

Agreed as a true and accurate record.

2.0 Financial Update:

2.1 Though unable to attend this meeting, Richard had sent a Treasurer's Report as to current financial position, which Bob read – as attached; Richard was thanked in his absence!

3.0 Update on Building Matters:

- 3.1 Appointment of a Cleaner – though not positively advertised, the need for a Cleaner has been noted in reports sent to the Ivinghoe Beacon and to the Pitstone Parish Post; the challenge would appear to be that of the erratic nature of the requirement – if the cleaner was to be paid for one hour per day, what time of day should that hour be? The Café is in constant use during opening hours, and the Community Space is hired out at any time from first thing in the morning until late evening – and any of the hirers can leave the spaces in a not so tidy and often not well cleaned condition – we can have three different hirers in one day! Time taken in cleaning after a hire, or in the toilets during Café opening hours, does not take a long time, but the need can be frequent. The decision was to investigate what similar venues do about their cleaning, and perhaps more formally advertise, to at least start a discussion with someone.
- 3.2 Outside Lighting – complete apart from the rear gate light, although the fitting and cable has been obtained – this latter light will be installed at the same time as the proposed paving works (see item 3.3).
- 3.3 Proposed Paving Works – Bob and Carol have been discussing this with Graham Plumridge of Bucks County Council, who anticipates the work going ahead after Christmas, in early 2016. We will need to have detail discussion re-access to the Café and Community Spaces during the works as at some stage the access through the cloakroom will need to be closed off for a few days while the works adjacent to the external cloakroom door goes ahead. It was suggested that bookings which require the whole of the Community Space, at Café opening times, could be cancelled for the necessary few days – so that the front door of the building could be used as Café entrance, or perhaps the 'Grey' door at the end of the Community Space. Bookings which only need half of the space may still proceed, and at hours when the Café is closed, then the whole Community Space could be used by hirers.
- 3.4 Roofing Maintenance – Bob has been advised by BPL Roofing Ltd. that all is complete – at no charge to ourselves! He will write to thank the company for their efforts on our behalf.
- 3.5 Wall Sealing – the building suffers from damp penetration through walls in certain areas; Bob has written to BPL Roofing Ltd. who had said that they could carry out the work, asking for a quote, but has not yet received anything; Bob is aware that Graham Plumridge (as item 3.3 above) is in discussion with a specialist also; Bob to keep this under review to progress it.
- 3.6 P.A. System – now complete – Bob reported that the previously purchased audio distribution box was inadequate to the task – a more robust (and more expensive, at around £50!) distribution box has been installed and all now works satisfactorily.
- 3.7 Locks to Toilet Doors – as voted for by Trustees at the last Trustees Meeting, a 2p slot control has been installed to the café toilet, which works to a point – there has been some complaint that we have installed such a lock, some folk insert the wrong denomination of coin and then jam the lock, and folk don't always lock the door after themselves, so the 2p charge is sometimes erroneous! We seem to take between £5 and £6 per month, which of course does not cover the cost of hand-wash liquid, water and toilet roll, by any stretch. A digital lock is installed to the 'front toilets', so that we can simply set the lock to be 'not locked' for hirer's use.

- 3.8 I.D. Badges on Lanyards have been purchased – Bob has prepared the individual trustee identity information and inserted them into the badges – these were handed out for trustees to wear when in the building.
- 3.9 Projection Screen – this had been subject to a Grant Award Application which had sadly not been given (many thanks to Alex for her efforts, though!), thus we might consider simply buying one and installing it ourselves – the meeting agreed to this, Bob to put in hand as soon as he is able.
- 3.10 Fridge/Freezer – this has now been replaced satisfactorily, Bob to arrange removal of the redundant old one (NOTE: Bob, Carol and John – with help from Hayley – put the old one into the back of Bob’s Landrover and took it to Aston Clinton Waste Depot on 16th October).
- 3.11 High Level Cleaning Pole – now obtained, and has been used to remove high level cobwebs!
- 3.12 Building Plaque – Carol has prepared a design which she showed to the meeting – approved by everyone subject to inserting ‘established 2013’ – she will now obtain prices.

4.0 150 Years Building Birthday:

- 4.1 Noting that this year of 2015 is 150 years after the building date ‘1865’ which is indicated on the ‘Brownlow’ panel in brickwork at high level on the front gable of the building, the meeting felt that we should mark this anniversary at the forthcoming Christmas Market – a suggestion of setting off biodegradable balloons was discussed – which the meeting felt might be used, provided that no harm could come to farm and other animals. Carol to investigate further, and plan in if appropriate, and look at other suggestions.
- 4.2 Carol to create a 150th Anniversary Logo which Hayley could use in creating the Christmas Market Programme (NOTE: Carol has created this, and it has been used in the November Parish Magazine!).

5.0 Christmas Market:

- 5.1 Carol proposed a vote of thanks to Hayley who has been planning this since late June earlier in the year – amid applause from everyone at the meeting!
- 5.2 Carol asked that where Trustees are offering to take charge of a specific task, then where possible they should take charge of the composite parts of the task throughout – this will ensure a successful evening, and not create overload on individuals!
- 5.3 Hayley reported that she has 16 tables booked, and she anticipates more being taken up – and she is creating a printed programme for the evening, wherein stallholders could advertise at £10 per advert; a Santa’s Grotto is being incorporated with Father Christmas and Elves; Hayley will approach the Brookmead School Choir, and Carol will approach the Beacon Choir; Alex reported that the Hand-Bell Ringers will not be appearing this year, since there didn’t seem to be enough room for them to play – and one of the stall-holders had last year complained that the Bell Ringers had been in the way of their stall – amid sadness from everyone at the meeting, since the Hand-Bell Ringers had been very popular on our last two Christmas Markets.
- 5.4 Noted that we will need to hire the Lawn from the Parish Council for stall-holder access; also, we will need to borrow more tables as the number of stall-holders is more than the amount of tables we have – Alex to enquire of the Church, Bob to ask the Town Hall, and Cath will speak with the Scouts.
- 5.5 Bob and Hayley will create a layout plan for stalls, and Hayley will create a schedule of contact details for the stall-holders; Carol and Hayley will work in advertising the event on Facebook and in the email database – and send copy to Dave Sivers, who contributes to the Leighton Buzzard Observer and the Bucks Herald – Bob will contact the local Radio Stations; Margaret and Cath will arrange a leaflet drop in the two villages – the leaflet to advertise the Christmas Market on one side, the 150th Building’s Anniversary referred to on the other side. Carol will design, print and laminate – and arrange the display – of posters around the villages; she has put something in the Pitstone Parish Post, and has asked Christabel to put an advert in the Ivinghoe Beacon – this should now be evident, as we had no reply from Christabel.
- 5.6 Bob, Carol and John will manage the erection of Gazebos – two 9metre x 3metre gazebos, and small gazebos for the Roasted Chestnut Stall and Santa’s Grotto; any other help offered would be very welcome!
- 5.7 Bob, Carol and Margaret to extract the Christmas Decorations from the ‘up-over store above the Cloakroom – Hayley noting that the Ceramic Painting girls who hire the Community Space regularly have offered pottery decorations for the tree! We should consider external decorations – Carol is able to provide a string of external solar lighting (this will provide ‘sparkle’ but probably not give much actual light), Margaret offered mains electric external lanterns – and we should check that these will give enough light for stall-holders – Alex offered to loan more external lighting and a small Christmas Tree – Carol to check the Christmas Trees that we do have, and purchase where necessary.
- 5.8 Raffle – the meeting decided that we should hold a lower-key raffle than we have had in the past since the village has been asked to donate prizes for the ‘Ivinghoe Together’ raffle recently; Alex will buy four books of ‘cloakroom style’ raffle tickets – Bob will give a bottle of spirit, Hayley reported that several

stall-holders have offered prizes, and bottles of wine have been offered; Carol to donate a framed limited edition piece of art-work from an earlier book-illustration – Trustees to donate something if they can. Margaret, Sylvia and Carol will run the raffle and sell tickets on the night, also tickets will be sold in the Café beforehand.

- 5.9 Karen has asked if she can run the Roasted Chestnut stall – for this, the meeting would like her to buy Chestnuts and Charcoal, and Carol will liaise with Nigel Fry to ask if we can borrow his barbeque kit.
- 5.10 Lin Howarth has kindly volunteered to invite Tombola gifts and to run the Tombola and the Jar-Tombola stalls – there are some jars already available in the Hub, and could all Trustees fill a jar with something useful for the Jar-Tombola?
- 5.11 Cath will run a Turkey Wall Game – and will ask Karen if she could supply a Turkey, Carol will create the ‘guess the Turkey name’ visual.
- 5.12 Noted that Bob has arranged the Temporary Event Licence to allow Mulled Wine Sales and Alcohol Raffle Prizes.
- 5.13 It was suggested that Trustees wear something Christmassy and jolly for the evening!

6.0 Any Other Business:

- 6.1 John reported that he is preparing the necessary documentation to apply for the Ivinghoe Old School Community Hub to become a Registered Charity – those present signed one of the documents, and more signatures will be required – he and Bob will liaise in creating pdf files of documents which the Charity Commission require to be lodged (NOTE: John has since confirmed that the registration application has been lodged!).
- 6.2 Alex confirmed that the local British Legion branch would like to run their Poppy Appeal, based in our Cloakroom space from 24th October to 7th November – the display to be created by the British Legion; the meeting gave every support to the Poppy Appeal and welcomed the British Legion into the space. Alex asked if the High Chairs could be removed temporarily, so that she can place the display to face the entry door.

7.0 Next Meetings:

Ad-hoc meetings as necessary;
19th January 2016 at 7.45pm, in CuriosiTEA Rooms.



Treasurer's Report

13th October, 2015

To: IOSCH Trustees

From: Richard Wade

Revenue and surplus

Revenue for the last six months was £8,058 including a £1,000 grant towards the PA system. The revenue has exceeded £1,000 in five of the last six months. The WC revenue is approximately £6 per month!

The surplus for the year to date (revenue less expenses) is £1,135. The surplus for the last two months is only £63 due to some significant outgoings, many of which were discussed at the last Trustee meeting.

Expenses

Over the last two months £1,000 has been spent on lighting and £270 on a new fridge. The Trustees also made a donation of £250 to Ivinghoe Together.

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 £5,357, cash on hand is 315 and we have unpresented cheques of £174

R. S. Wade

Balance Sheet
As at 12th October, 2015

£

Fixed assets

Tangible assets

Current assets

Debtors	174
Prepayments	
Cash	315
Short term deposits	5,357
Reserve	6,000
	<u>11,845</u>

Creditors:

Amounts falling due within one year	<u>0</u>
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Net current assets/(liabilities) 11,845

Total assets less current liabilities 11,845

Creditors:

Amounts falling due after more than one year	<u>0</u>
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Net assets 11,845

Capital and reserves

Called-up share capital	
Share premium account	
Operating reserve reserves	
Profit and loss account	<u>11,845</u>

Shareholders funds 11,845

Signed on behalf of the Trustees

R J Wade
Treasurer
13th October, 2015

Profit and Loss Account
For the six months ending 30th September, 2015

	£	£
Turnover		7,058
Grants		<u>1,000</u>
Gross Income		8,058
Administrative expenses	(1,102)	
Building Improvements	(3,347)	
Lawn Hire	(50)	
Utilities	(821)	
Sundries and consumables	(1,357)	
Donations	<u>(250)</u>	
Operating expenses		(6,928)
Operating profit		1,130
Interest Income		4
Interest payable		
Surplus for the year		1,135
Profit / loss brought forward		10,710
Transfer to reserves		(6,000)
Reserve		6,000
Retained profit		11,845