



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
I.T.Room, 19th January 2016 at 7.45pm**



BPL Roofing Ltd.

PRESENT: Carol Tarrant Alex Wynne
 Bob Corn John Wallis
 Richard Wade Sylvia Simmonds
 Karen Groom

APOLOGIES: Hayley Wesley, Cath Laidler, Margaret Holiday

Carol welcomed everyone to the meeting.

1.0 Previous Minutes:

Agreed as a true and accurate record – Bob to send a further copy to John.

2.0 Financial Update:

2.1 Richard reported (as attached) that we are doing well – we have £7,616 at the bank (also holding £6,000 in reserve) – with cash in hand of £47.

3.0 Update on Building Matters:

- 3.1** Bookings Update – Bob reported that we continue to earn between £500 and £600 monthly with Room Hire and a small amount of IT Room Use, printing and photocopying; he noted that this was in advance of what we would have earned had we proceeded with the Flametree Theatre Group Sub-Let.
- 3.2** Cleaner – Bob and Carol had met with someone who was interested in taking on the role of cleaner – initial suggested hours being 45 minutes on each of Monday, Tuesday, Wednesday, Thursday and Friday evenings, with an hour on Sunday afternoons – say 5 hours per week – at £7.50 per hour. (Discussions on the necessary insurance for a cleaner were positive.) The meeting agreed with this suggestion and asked Bob and Carol to proceed with an appointment. (NOTE – after the meeting, discussions with the person proved that it was difficult to proceed. In further discussion, it seems that Hayley could invoice us for the same amount and make arrangements for the cleaning to be carried out – this is being put in hand). The meeting thanked Carol for having voluntarily carried out general cleaning duties since the building opened two and a half years ago – Carol in turn thanked Bob for his input also!
- 3.3** Proposed Paving Works – noted that Bucks CC had sought tenders for the work (tenders due in today 19th January at 12 noon); Bob is expecting to hear from Graham Plumridge of Bucks CC who had offered the monies to pay for the works, shortly. We have enjoyed detailing meetings with Mr. Plumridge throughout 2015, but are disappointed not to have received a copy of the tender before it went out, as this is the first issue since 2013 Hub opening that leaves us trustees not in full command of how changes will come about, and might form a disagreeable precedent. Lighting to the rear gate will be implemented at the same time as the Paving Works, as a duct will need to be laid below the paving surface.
- 3.4** Wall Sealing – the building still suffers from damp penetration through walls in certain areas; Bob had written to BPL Roofing Ltd. who had said that they could carry out the work, asking for a quote, but has still not yet received anything; Bob is aware that Graham Plumridge (as item 3.3 above) is in discussion with a specialist also, but have not seen the inclusion of this in the earlier tender as proposed; Bob to keep this under review to progress it
- 3.5** Projection Screen and Black-Out Blinds – the Meeting agreed to an Electrically operated 3metre square screen to be installed at a purchase cost of approximately £650 plus VAT – Bob to implement. Black-Out Blinds will be necessary – Bob to research (NOTE – after the meeting, John suggested external blinds, which would get over the difficulty of the high level window control gear which causes an obstruction to internal blind operation. These would need to be weatherproof, ideally be demountable and storable).
- 3.6** Building Plaque – costs had been researched, which range from around £60 plus VAT for a 'foamex' plastic plaque, to around £300 plus VAT for a metal plaque – all using the previously approved artwork prepared by Carol; more quotes to be obtained based around a metal plaque mounted on a timber ground.
- 3.7** External Picnic Bench / Tables – noted that these are currently available at a cost of between £50 and £100 depending on quality and finish; the meeting agreed that we purchase two at the higher end of the price scale provided commensurate quality of product was obtained; a suggestion was made that perhaps

Hayley could arrange for a small notice for her tables which reminded everyone that her tables were for CuriosiTEA Rooms customers, so that Hub Hirers would not take up CuriosiTEA customer space.

- 3.8 Carol continues with internal paintwork – she has touched in the emulsion painted areas in the overall Community Space and Cloakroom Area and is now going ahead with the gloss painted areas; she plans bringing in the Toilet and IT Areas as time permits, hoping to have all paintwork upgraded by end of February, working in small doses to avoid paint smells to users.
- 3.9 Renewal of Energy Supply Contract – Bob noted that he had negotiated a three year fixed price renewed contract with British Gas for Gas and Electricity supply at rates comparable with those which we currently pay.
- 3.10 Building Sub-Lease – noted that Bucks CC had been asking for an amendment to the CuriosiTEA Rooms Sub-Lease – Bob couldn't really understand why they have only recently asked for the change, particularly given that the three year Sub-Lease is up for renewal in June of this year; he noted that Andrea Squires (who had helped us pro-bono with our lease arrangements in obtaining the building) had promised to update our sub-lease documents as required by Bucks CC, although he has not yet received anything. Bob continues to pursue the matter.

4.0 Christmas Market and 150 Years Building Birthday:

- 4.1 Carol reported that we had made a profit of around £800 at a successful market – the meeting thanked Hayley in her absence for her hard work, and that of all volunteers who had kept going for four hours and helped clear away after! The Firework let off on the evening to mark the 150th Building Birthday was successful in adding the appropriate extra sparkle, and short and sweet enough to quickly resume the attention back to our craft stalls, who reported a good evening! The Carol Singers were much appreciated and the Chestnut Barbeque, Father Christmas Grotto, Pictorial Competitions, Tombolas and Raffles all added to a much praised lovey midwinter experience in Ivinghoe for all families to enjoy and look forward to again next year!
- 4.2 Carol reminded everyone of the mini-hurricane suffered in the morning after the Christmas Market which had caused mayhem and wrecked our two large gazebo's, and one of those smaller one's which Nigel Fry had loaned (given?) to us; replacements could be obtained for around £60 each for the 9metre x 3metre gazebo's, and around £40 for the smaller one – Bob was asked to proceed with purchase.
- 4.3 Noted that the 7ft Christmas Tree (which had been donated by Jon Evans) had been broken by a Community Space hirer – Bob to replace at a cost of around £28; and to purchase two strings of 200 led Christmas Lights at around £8 each.

5.0 Time Credits and possibility of 'Movers and Shakers':

- 5.1 Carol outlined the Time Credit Scheme, which she and Bob had heard about at a small conference which they had attended, hosted by Bucks County Council – a national scheme which rewards volunteers with 'Time Credit' for every hour given in voluntary help – the Time Credit taking the form of a Credit Note which may be 'spent' at a number of different venues, for example the High Wycombe Swan Theatre, the British Museum, AquaVale Swimming Pool, Lords Cricket Ground, and a large number of other venues nationally. The scheme is nationwide, administered locally by Bucks CC, with whom we should register if we wish to take part; if we do join the scheme, it is requested that we consider what we might offer to Time Credit users – agreed that we could offer PC use in the IT Suite. The meeting agreed that we should register and try the scheme for twelve months. (Follow link: <http://www.scribd.com/doc/240804013/Buckinghamshire-Time-Credits-Earn-Spend> to learn more.)
- 5.2 The phenomena of a 'Movers and Shakers' scheme was discussed – Carol reporting that she had been speaking with Cindy McCreary of Bucks CC's Prevention Matters organisation, who was very keen that we live out our long proposed 'wellbeing' remit, by now offering such a scheme from the Hub. A Movers and Shakers group would offer a regular – probably eventually weekly – three hour activity and lunch 'club' for (probably but not exclusively) elderly folk who would benefit from such a community based gathering. Each attending individual would pay an appropriate fee to cover all costs (which might be supplemented by a grant award from Bucks CC): the first hour might likely be a light beneficial form of exercise to music, the second hour would be lunch together (provided by CuriosiTEA Rooms, paid for within the fee paid and served in the community double space), and the third hour might be a short film, talk, card game, some form of cultural activity, etc. Carol felt that, although the prime support (or leader for the Movers and Shakers group) should come from Bucks CC, then to support this, volunteer help would probably be necessary to augment the leader provision – the 'Time Credit' scheme could both entice and reward those volunteers who might offer help. This weekly event itself would be a fun occurrence for us all in the Hub in any event, and something we have been working towards through day courses and meetings ever since our initial proposed plan to Bucks CC. After discussion, the meeting expressed the view that though they supported such a proposal in principle, Bucks CC should be more

proactive than they are currently displaying, and should be providing the specialist people to run such a scheme. We are keen to be sure of our capacity before we can launch such a scheme as we are volunteers with no specialist skill, who are already busy in supporting the Hub and other village groups. Carol assured those present that as many as half a dozen elements of the proposal have to all fall into place before we can sustainably decide we are 'ready' - these are at minimum: Keen attendee's to such a club, the monies to pay for it, the Volunteers, a qualified Club Leader, qualified Physical Exercise Leader & Luncheon planning in place.' (Explore this link to find out more on Movers and Shakers clubs: <http://www.buckscc.gov.uk/healthy-living/movers-and-shakers/>)

6.0 Review of Registered Charity Application:

6.1 John reported that the Charity Commission had suggested that we could be registered as a Charity provided that we amended our 'Objectives' clause (Clause 2.0) of our Constitution to a form of words which they themselves suggested as follows: *'To further or benefit the residents of Ivinghoe and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.'*

The meeting felt happy with the proposed amendment, but noted that our Constitution calls for a 'Special General Meeting' to discuss the proposal, and if agreeable, then change the Constitution clause as required by the Charity Commission – we need three weeks' notice to call such a Special General Meeting. Bob was instructed to issue the necessary notice calling a Special General Meeting for 27th February 2016 at 2.00pm, to be held at the Hub.

7.0 Heritage Book:

7.1 Sylvia reported that we have researched as much as we can as regards the history of the Building as a School – she now needs history after School closure, eventually leading to the establishment of the Hub. Several suggestions were made – some revolving around the archive at the County Reference Library – some names put forward to help were Lorna Harvey for the minute book as a past PC clerk, Julie Lloyd Evans and Geoff Stone in Studham as people who rented space in the Old school in the 1990's, Les Liang as a local historian and Mrs Williamson as a long time resident. Everyone to give it thought and pursue.

8.0 Future Events Dates:

8.1 Shrove Tuesday 9th February 2016

8.2 Valentine's Day 14th February 2016

8.3 Spring Market – suggested as either Easter Saturday (28th March 2016) or the Saturday of the first Spring Bank Holiday (30th April 2016) – Carol to discuss with Hayley, as she may well have already booked stallholders (NOTE – later, Hayley stated a preference for the Easter Saturday, as villagers will be more prepared to join with Easter Egg Hunts and similar activities). A Planning Meeting will be called to discuss and agree arrangements.

8.4 Play in the Park – sponsored by the Parish Council – 8th April 2016.

8.5 Village Fete and Queen's 90th Birthday – 11th June 2016.

8.6 Summer Ball and Music in the Park – the weekend of 17th, 18th and 19th June 2016.

9.0 Any Other Business:

9.1 No Other Business.

10.0 Next Meetings:

Planning Meeting for Spring Market – to be arranged;

27th February 2016 at 1.30pm, Special General Meeting to discuss Constitution Change;

19th April 2016 at 7.45pm, Trustees Meeting;

Ad hoc Meetings as necessary.



Treasurer's Report

17th January, 2016

To: IOSCH Trustees

From: Richard Wade

Revenue and surplus

Revenue for the last nine months was £10,996. The revenue consistently exceeds £1,000 per month.

The surplus for the year to date (revenue less expenses) is £2,953. The surplus for the last three months was £1,818.

Expenses

Over the last three months £2,500 has been spent. Notable items are the PRS license renewal of £257, Heater service £209 and new lockers £176

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 £7,616, cash on hand is £47.



Profit and Loss Account
For the nine months ending 31st December, 2015

| | £ | £ |
|-------------------------------|--------------|---------------|
| Turnover | | 10,996 |
| Grants | | <u>1,000</u> |
| Gross Income | | 11,996 |
| Administrative expenses | (1,769) | |
| Building Improvements | (3,929) | |
| Lawn Hire | (75) | |
| Utilities | (1,095) | |
| Sundries and consumables | (1,930) | |
| Donations | <u>(250)</u> | |
| Operating expenses | | (9,048) |
| Operating profit | | 2,948 |
| Interest Income | | 4 |
| Interest payable | | |
| Surplus for the year | | 2,953 |
| Profit / loss brought forward | | 10,710 |
| Transfer to reserves | | (6,000) |
| Reserve | | 6,000 |
| Retained profit | | 13,663 |

Balance Sheet
As at 31st December, 2015

£

Fixed assets

Tangible assets

Current assets

| | |
|---------------------|--------------|
| Debtors | 0 |
| Prepayments | |
| Cash | 47.17 |
| Short term deposits | 7,616 |
| Reserve | <u>6,000</u> |
| | 13,663 |

Creditors:

| | |
|-------------------------------------|----------|
| Amounts falling due within one year | <u>0</u> |
|-------------------------------------|----------|

Net current assets/(liabilities) 13,663

Total assets less current liabilities 13,663

Creditors:

| | |
|--|----------|
| Amounts falling due after more than one year | <u>0</u> |
|--|----------|

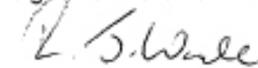
Net assets 13,663

Capital and reserves

| | |
|----------------------------|---------------|
| Called-up share capital | |
| Share premium account | |
| Operating reserve reserves | |
| Profit and loss account | <u>13,663</u> |

Shareholders funds 13,663

Signed on behalf of the Trustees



R J Wade
Treasurer
17th January, 2016