



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
IT Room, 19th April 2016 at 7.45pm**



Registered Charity Number 1165850

BPL Roofing Ltd.

PRESENT: Carol Tarrant Karen Groom
Bob Corn John Wallis
Hayley Wesley Sylvia Simmonds
Margaret Holliday Alex Wynne

APOLOGIES: Richard Wade

Carol welcomed everyone to the meeting.

1.0 Previous Minutes – January Trustees Meeting, also Special General Meeting held on 24th February 2016:

Agreed as a true and accurate record.

2.0 Resignation of Trustee Cath Laidler:

Noted that Cath Laidler had resigned as a Trustee – the meeting asked Bob as Secretary to write to Cath, thanking her for her – and her family's - valued contribution. Some suggestions were made as to possible replacement, the meeting agreeing to wait for the AGM to seek a replacement.

3.0 Financial Update:

Though unable to attend this meeting, Richard will send a Treasurer's Report as to current financial position, which will be available for the Landlord Inspection Meeting due on 16th May 2016; Richard was thanked in his absence!

4.0 Registered Charity Status:

The Meeting offered grateful thanks to John for his hard work in gaining Registered Charity Status for our Group – noting that it was already having an effect in that VAT chargeable on Energy Bills has been reduced, reflecting the status!

5.0 Spring Market Report:

Carol reported a profit of approximately £300 on a day of really cold and miserable weather! She gave thanks to everyone who donated several afternoon's time before the event to cover the tasks, time on the day to man the Raffle, Tombola's and Egg Hunt, and those who contributed prizes for Tombola, Raffle and Egg Hunt out of their own pockets.

6.0 Building Matters:

- 6.1 **Status of Bookings** – Noted that Room Hire Bookings were continuing to hold steady at between £500 - £600 per month.
- 6.2 **Cleaner** – noted that Karen Bailey's efforts are very much appreciated - she works very well and pleasantly.
- 6.3 **Paving Works** – Now progressing well – Hayley had been given a rent free period to reflect any disruption which her Café may have suffered during the works; Bob now understands that the intention is to complete by end of April. As a mark of appreciation to the men on site – who have been generally courteous, considerate and helpful on the site throughout – the meeting agreed that a donation of £50 should be made to a charitable walk which Sven Tonks (the builder's Site Agent) is undertaking – this is an awareness walk for the debilitating disease Trisomy 13 (T13) where children have low survival rates, and survivors have significant disabilities (Bob to liaise with Richard as Treasurer to arrange – the 'just giving' site is: <https://crowdfunding.justgiving.com/Sventonks>).
- 6.4 **External Wall Sealing** – Bob is discussing a possible budget line for this with Graham Plumridge of Bucks County Council.
- 6.5 **Projection Screen and Black-Out Blinds** – not yet ordered – Bob to arrange as soon as he can.
- 6.6 **Building Plaque** – now designed but delayed – hope to have ready at Church Fete day.
- 6.7 **Bench Tables** – two ordered and received – they need assembling and finishing after Paving Works have been completed.

7.0 Annual 'Landlord's Inspection' Visit by Bucks County Council:

- 7.1 Bob reported that Paul Hodson of Bucks County Council had sent an email requesting the Annual 'Landlord's Inspection' visit to be either 9th or 16th May 2016 – the meeting agreed to 16th May (Note: after the meeting, Bob arranged with Paul Hodson that the meeting would be 16th May 2016 at 11.00am).

8.0 Café Space Sub-Lease:

- 8.1 **Deed of Variation** – as had been discussed with Trustees previously, Bucks County Council had requested two clauses to be inserted into the Sub-Lease which we as Trustees hold with Hayley – this needed to be covered by a 'Deed of Variation' which needs to be signed by Hayley as Sub-Tenant and ourselves (represented by Carol, Bob and John) – Hayley had signed before the meeting, and Carol, Bob and John signed at the meeting. (Note: after the meeting, Bob scanned and emailed the document to Andrea Squires (the pro-bono lawyer who is acting for us), she in turn sending it on to Bucks County Council legal people, who in turn acknowledged it.)
- 8.2 **New 3-Year Sub-Lease for Café space to commence 1st July 2016** – noted that Bob and Hayley had discussed the formalities of Hayley needing to reply to our previously issued invitation to her to be considered for a new 3-Year Sub-Lease to commence 1st July 2016, if that is her wish; Hayley said that she would do so. (Note: after the meeting, Hayley did send an email confirming her intention to sign the Sub-Lease – Bob replied to her to indicate that he took this to mean that she wished to be considered for the Sub-Lease). In the correspondence, Hayley was also invited to make any comments she might have for consideration by the Trustees in their discussions on 3rd May 2016 prior to a Sub-Lease being offered.
- 8.3 **Sub-Lease Sub-Committee** – Noted that the Trustees would form a Sub-Lease Sub-Committee (which would necessarily exclude Hayley to avoid a conflict of interest) to discuss arrangements for the offering of a 3-Year Sub-Lease for the Café space to commence 1st July 2016 – this Sub-Committee to include pro-bono lawyer Andrea Squires; all Trustees excluding Hayley are welcome to meet with Andrea on 3rd May 2016 at 8.00pm in the IT Suite.

9.0 Future Events:

- 9.1 **Village Fete on 11th June 2016** – Possible Exhibition needed based around Her Majesty the Queen's 90th Birthday (the meeting agreeing to an expenditure of a few pounds in mounting something very simple) – Norma Leighton meeting with Carol after her holidays to work out the details.
- 9.2 **Old School Reunion on 30th July 2016** – Margaret to lead on this, Carol making advert at Margaret's request – Margaret needs to speak to Karen about car-parking costs on the Lawn. Noted that Ivinghoe, Ivinghoe Aston and Pitstone Old Schools should be included.
- 9.3 After the very successful **Jazz Evening on 2nd April 2016**, it is hoped that this might develop into a regular, perhaps monthly, event.

10.0 Heritage Book Progress:

Sylvia reported that work is steadily progressing – although more items keep appearing. Now creating Chapters of the work, and working towards Indexing – John is researching funding.

11.0 Any Other Business:

- 11.1 Bob noted that Cindy McCreary of Bucks County Council 'Prevention Matters' had assisted in putting a Grant Application together in support of a Movers and Shakers Group potentially to be established in the Hub later this year – this submitted to 'Heart of Bucks' Funding Body. (Note: later Bob heard that we had been awarded £4,000 – with caveats to do with our 'on-line banking' policy – Richard is to sort it through).
- 11.2 Hayley asked if something could be done about the inadequately operating fan in the kitchen – Bob to organise a replacement (Note: later, electrician Darren Halsey has replaced the existing fan on a 'like for like' basis – although noting that the original fan was probably inadequate to the task, and thus the new one would similarly develop problems).
- 11.3 Noted that the Old School Building is not listed, although 'of interest' in the Conservation Area.
- 11.4 Noted that Hayley and Cath Laidler are taking a course so that Hayley could herself be licensed for the sale of alcohol – note, not the premises!
- 11.5 After discussion – the meeting agreed that Bob should perhaps prepare a proposal for breaking through from the Café space into the rear yard – which is now an attractive space to take tea and coffee in – although there was some feeling expressed against actually carrying this forward.

12.0 Next Meetings:

Ad-hoc meetings as necessary;
12th July 2016 at 7.45pm, in the IT Suite;
AGM in September 2016 – date to be agreed.

