



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
IT Room, 12th July 2016 at 7.45pm**



Registered Charity Number 1165850

BPL Roofing Ltd.

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

APOLOGIES: None necessary

Carol welcomed everyone to the meeting.

1.0 Previous Minutes – April Trustees Meeting, 18th April 2016:

Agreed as a true and accurate record.

2.0 Financial Position:

As attached Treasurer's Report – all doing well!

3.0 Sub-Lease:

Now properly signed (noting the sub-lease includes a Two Month Notice Period as originally requested by Hayley), and including the Declaration under the 1954 Landlord and Tenant Act. We have called for a review at 12 months, also a 6 month check-up might be useful as discussed at the meeting in May called by Hayley – noting that an Agenda will be necessary to be issued before either meeting. All to be aiming at Community Well-Being – including that for ourselves!

4.0 Publicity:

Carol reported that an Ivinghoe Beacon article had been submitted on 10th July 2016 – and she will include it on the Hub Facebook site, as well as our website; the article has not appeared in the Pitstone Parish Post since the cut-off dates have not been known. The article has covered our charity status, the completed paving works, events which included Lawn use, the W.I., the Police Commissioner Election and the European Union referendum, 'simply walks' initiative by Bucks County Council, our call for Christmas Market Stall-Holders, the success of our Easter/Spring Market, recent use of the Hub by the Village Fete and Ivinghoe Entertainments, and the Music on the Lawn afternoon. Also spoken of was the CuriosiTEA Rooms' Third Birthday – which coincided interestingly enough with the Disabled Toilet W.C. being lifted from the floor and away from its plumbing such that a flood ensued!

Noted that after the Village Fete, two folding brown chairs with a table cloth had been left in the Hub Cloakroom – Alex thinks they belong to the Church, and will make enquiry.

5.0 Building Matters:

- 5.1 Paving works complete – minor snagging and other consequent works – thanks to Margaret for renewing the lost watering can. The side gate is still to be re-hung, rear wall supports (to Sandy Emerson's garden), grating to gully behind sheds – Bob to chase the Bucks CC Works Supervisor. The missing compost container side panels will be replaced by Bob on a DIY basis, and yard fencing to touch in with paintwork where scuffed by paving deliveries will need to be touched in – a volunteer team will be assembled in August.
- 5.2 Projection Screen to be ordered and installed – Bob to order, and volunteers will assist in installation 'by the September AGM'. Black out blinds to be discussed with 'The Blind Man' who advertises in the Beacon and Parish Magazine, also with Sandra Ford.
- 5.3 Building Plaque to be ordered and installed – Carol to complete the design and order – now to incorporate the Registered Charity Number.
- 5.4 External Paintwork to be carried out as required in our lease at three yearly intervals (Window Frames and Cills, Doors, Rear 'Post Office' Lobby, Barge Boards) – also - to incorporate masonry strengthening as recommended by Structural Engineer. Bob to arrange three quotes from local companies, also will liaise with Bucks CC Works Supervisor who is investigating damp prevention in the building.

- 5.5 We believe that the Bucks CC Building Supervisor has secured a budget of £30,000 for wall treatment – which might incorporate wall strengthening in item 5.4
- 5.6 Encroaching foliage on rear perimeter, sorting our own garden waste – the meeting agreed to a voluntary working party during October, which might well include a celebratory bonfire – see item 9.0 below!
- 5.7 Litter Bins – Café Litter is being deposited on Lawn and around – steps to be taken! The meeting agreed to purchase two fence mounted litter bins – with appropriate notices - and ‘flower pot and saucer’ ash-trays for the external tables – Carol and Bob to order as soon as is practicable.
- 5.8 Printer has developed a cartridge problem – a new printer of the same type might be around £175, although we hear that Epson might be about to give us a new one! The meeting agreed that we closely monitor the printer’s performance, and if necessary buy an economic replacement.

6.0 Upcoming Events to Plan For:

- 6.1 Pre-1965 Old Scholars Reunion 30th July – Margaret arranging, with help from Sylvia, Carol and Bob;
- 6.2 ‘Simply Walks’ from Hub late summer – Training Meeting on 18th July, arranged by Bucks County Council;
- 6.3 Movers and Shakers – September, we believe! This to be ‘driven’ by Bucks County Council if it is to go ahead – although we have heard no more from Cindy McCreary of ‘Prevention Matters’ who has been pursuing things;
- 6.4 All Hallows’een...party? Agreed that we invite Parents to run something at the Hub if they want so to do;
- 6.5 November Bonfire? We understand that the ‘Ivinghoe & Pitstone Entertainments’ Bonfire will now run in Pitstone;
- 6.6 25th November Christmas Market - partially a fund-raiser: DO WE NEED a dedicated FUND-RAISER event? After a brief discussion, the Trustees agreed that we do not actually need a ‘Fund Raiser’ as such, although cash would be welcome if we are to carry out external painting as required under our lease – more a social ‘sparkly welcome to Winter’! Noted that we should all start thinking about inviting stall holders and seeking raffle prizes – a daytime meeting on 5th October should be held, as item 9.0 below.

7.0 Heritage Book:

- 7.1 Sylvia reported that things are well on – completion is in view! She asked that all Trustees have a critical read through the completion draft when it becomes available to check for errors and inaccuracies – all agreed. Alternatives of publication were discussed, and suggestions of self-publication made to investigate.

8.0 Any Other Business:

- 8.1 Margaret suggested the purchase of a Barbecue – she had seen one in Homebase for £50; the meeting agreed, but perhaps wait until the Autumn to buy one, to benefit from after summer sales.
- 8.2 The Meeting discussed the purchase and installation of a ‘mini-kitchen’ – Bob to research and form proposals.

9.0 Next Meetings:

- Ad-hoc meetings as necessary;
- AGM 26th September 2016 at 7.30pm;
- Autumn Bonfire and Meeting re-Christmas Market – 5th October 2016 at 1.00pm;
- October Trustees Meeting to be agreed at the AGM



Treasurer's Report

11th July, 2016

To: IOSCH Trustees

From: Richard Wade

Revenue and surplus

Revenue for the last three months was £7,761. The rental increase for Curiositea was effective on 1st July. A grant of £4,000 was received from Heart of Bucks.

The surplus for the year to date (revenue less expenses) is £1,213 excluding the grant.

Expenses

Over the last three months £2,548 has been spent. Most items were routine (utilities, consumables and regular maintenance including the dishwasher and alarm service). There was a charge of £350 for some electrical work.

Reserve

The trustees agreed to establish a reserve of £6,000. This represents approximately 6 months of revenue, excluding grants.

Bank and cash

The bank balance at the end of the year was £12,850 including the Heart of Bucks grant. Cash on hand was £201.

Profit and Loss Account
For the three months ending 11th July, 2016

| | £ | £ |
|-------------------------------|----------|---------------|
| Turnover | | 3,761 |
| Grants | | <u>4,000</u> |
| Gross Income | | 7,761 |
| Administrative expenses | (349) | |
| Building Improvements | (737) | |
| Lawn Hire | (25) | |
| Utilities | (432) | |
| Sundries and consumables | (1,005) | |
| Donations | <u>0</u> | |
| Operating expenses | | (2,548) |
| Operating profit | | 5,213 |
| Interest Income | | 0 |
| Interest payable | | |
| Surplus for the year | | 5,213 |
| Profit / loss brought forward | | 14,573 |
| Transfer to reserves | | (6,000) |
| Reserve | | 6,000 |
| Retained profit | | 19,785 |

Balance Sheet
as at 11th July, 2016

Fixed assets

Intangible assets

Current assets

| | |
|---------------------|---------------|
| Debtors | 734 |
| Prepayments | |
| Cash | 200.64 |
| Short term deposits | 12,850 |
| Reserve | 6,000 |
| | <u>19,785</u> |

Creditors:

Amounts falling due within one year 0

Net current assets/(liabilities) 19,785

Total assets less current liabilities 19,785

Creditors:

Amounts falling due after more than one year 0

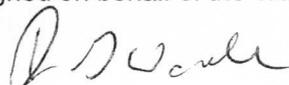
Net assets 19,785

Capital and reserves

| | |
|----------------------------|---------------|
| Called-up share capital | |
| Share premium account | |
| Operating reserve reserves | |
| Profit and loss account | <u>19,785</u> |

Shareholders funds 19,785

Signed on behalf of the Trustees



R J Wade
Treasurer
11th July, 2016