



**IVINGHOE OLD SCHOOL COMMUNITY HUB:  
TRUSTEES MEETING held in the Old School, Ivinghoe:  
IT Room, 25<sup>th</sup> October 2016 at 7.45pm**



**Registered Charity Number 1165850**

**BPL Roofing Ltd.**

**PRESENT:** Carol Tarrant                      Anne Eastwood  
                  Bob Corn                                 John Wallis  
                  Richard Wade                             Sylvia Simmonds

**APOLOGIES:** Karen Groom, Claire Bamber, Margaret Holliday, Gail Dodsworth

Carol welcomed everyone to the meeting.

**1.0 Previous Minutes – July Trustees Meeting, 12<sup>th</sup> July 2016:**

Agreed as a true and accurate record.

**2.0 Financial Position:**

- 2.1 Richard reported that we have approximately £19,000 in hand (including £4,000 Grant for proposed 'Movers & Shakers' Group, and £6,000 held in reserve). We had an income of £3,250 over the last three months, and expenditure of £1,250 including £750 for the projection screen – this latter to be apportioned against the £4,000 Grant for Movers & Shakers Group.
- 2.2 Noted that Richard is liaising with Claire as to handing over the Treasurer's Role.

**3.0 Building Update:**

- 3.1 Bookings Update – Bob reported that everything seemed to be trogging along as normal – this month bookings are down a little due to Half-Term Week; Bob did note that Singalong with Helen had sadly cancelled their once weekly booking altogether due to parking problems in Ivinghoe High Street.
- 3.2 Mini-Kitchen – noting that previous Trustees had requested that research into a possible Mini-Kitchen should be carried out, Bob reported that there were several alternatives available on the market – he presented some of them on the large screen. After discussion, Bob was asked to circulate information of the 'JSHIDE1000 HOT' (which incorporates two hotplates) to all Trustees to ask for approval for ordering, at a cost of approximately £2,200 including VAT. Further discussion led to Bob being asked to also circulate information about a Boiling Water dispenser.
- 3.3 Damp Proofing Proposals – noted that Graham Plumridge of Bucks CC had informed us that a Budget Line of £30,000 had been approved by Bucks CC to set against Damp Proofing Works in the Hub Building, and that he had obtained quotes and selected a Contractor to carry out the work; Bob had written to Mr.Plumridge asking for a Pre-Commencement Meeting so that our Café Tenant's opening hours are not compromised, nor those of our regular hirers – no reply from Mr.Plumridge has yet been received. Bob is also discussing with Mr.Plumridge the possibility of our incorporating wall strengthening and painting to external timberwork into the site works – again, however, a response from Mr.Plumridge is awaited. (Note – after the meeting, a Pre-Commencement Meeting between Mr.Plumridge, Carol and Bob has been arranged for 8<sup>th</sup> November at 12 noon.)
- 3.4 Building Plaque – Carol to complete the artwork as previously approved and amended – the intention being to order it by Christmas 2016.
- 3.5 Black-Out Blinds – after discussion and viewing availability via the internet – Bob to order Black-Out Blinds to improve use experience of the Projection Screen, at a cost of approximately £200 including VAT.
- 3.6 External Paintwork – Bob to clarify scope of works with Mr.Plumridge as Item 3.3 above.
- 3.7 Litter Bins and External 'Ashtray' Pots – all now installed, despite one pot and tray being stolen, and two other pots broken (one in the latest kitchen break-in!) – all the pots and tray have been replaced.
- 3.8 Printer issues now resolved – villager Alan Jackson had given us a Black and White laser printer, to augment the two colour inkjet printers given to us by Epson – one of these latter refuses to print yellow, which seems to be a common problem with that model of printer, but we can work around this!

#### 4.0 Movers & Shakers:

Carol reported that she and other Trustees had met with Cindy McCreary of Bucks CC 'Prevention Matters' several times, but progress is now halted. The idea is that a 3 hour slot is set aside – 1<sup>st</sup> hour light physical exercise, 2<sup>nd</sup> hour lunch, 3<sup>rd</sup> hour a social/cultural activity. The sticking point is 'who is to coordinate and run the group, and lead the physical and social hours?' - Carol has publicised the scheme, has asked for a coordinator and activity leaders who will be paid by this scheme. For any extra volunteers within the 'users', who might assist the disabled, she has suggested the 'Time Credits' scheme to entice gaining these volunteers - so far with no take up. The Trustees have neither the capacity nor the skills to run the group, so continue to pursue the hiring in of such leaders. Carol has sent Cindy an appraisal of all the elements to organise and where we are with all of that, but is still halted by the lack of the promised activity leaders. She will continue to pursue meetings with Cindy McCreary and ask the community for leaders through other avenues.

#### 5.0 Christmas Market:

- 5.1 Stallholders – Sylvia has booked in 9 stallholders so far – a further warm invitation will be issued to those on our database of previous stallholders will be issued, and others will be pursued (Note – after the meeting, Gail Dodsworth has agreed to follow through with all the coordinating of stall holders involvement and needs).
- 5.2 Brookmead School Choir – Bob to speak with Hayley since she had written to the school to invite the Choir to Carol Sing (Note – after the meeting Gail offered to liaise with the appropriate Teacher at the School).
- 5.3 Noted that the Beacon Choir have offered to Carol Sing before their AGM, which is on the same evening, Carol suggested asking Russell Smith to bring his choir for the later hours.
- 5.4 Lawn Hire for Parking – Bob to book the lawn for car-parking with the Parish Council.
- 5.5 Additional Tables for Stallholders – Bob to liaise with Stephen Swinbank at the Town Hall to borrow additional tables should we need them.
- 5.6 Advertising – Carol is creating updated Graphics and other later materials for publicity – changing the reference to 'Santa's Grotto' to 'Carol Singing'. The Facebook Page and our email Database will be circulated with all information – all Trustees to assist with circulating and putting up Posters, Gail offered to get laminated A4 posters into Pitstone notice boards via Laurie Eagling and Gill Arney.
- 5.7 Gazebos – All available Trustees can help to put up Gazebos' during the day of 25<sup>th</sup> November – Sylvia will 'ticket-up' tombola prizes while the Gazebo's are being constructed.
- 5.8 Christmas Trees – Two new 7'0" artificial trees had been ordered, and were due for delivery today (Note – the trees were received on Wednesday 26<sup>th</sup> October, wider one for hall space, thin one for front door).
- 5.9 Outside 'twinkly lights' – Anne generously offered to loan several sets of outside lights for the occasion – the meeting noting that we have some external lights already and now an external power socket to avoid excessive lengths of trailing cable! (Note - Gail later reported concern from one or two stallholders about how dark it would be. Stall-holders can always bring their own tent lights for the inside of their stall if majorly concerned, but 'making it sparkle' is all part of the 'wintry experience' we are promising Ivinghoe).
- 5.10 Trustee Stalls – Margaret to run a **second hand bookstall** (Gail and Sylvia need your email please); Sylvia to run **tombola** for boys, girls and adults – she will look for the existing raffle ticket books (found in the IT Room!); Hayley has offered to have the '**Name the Turkey**' **wall game** in CuriosiTEA Rooms – Carol and Bob to update last year's graphics for it (Note – Karen has generously offered a Turkey prize); John offered to run his '**Spin a Picture**' **stall**, located somewhere inside – needs artwork drying room; Anne agreed to run the **raffle** – noting that Buckingham Palace has given a Family Trip to Windsor Castle, Bob offered a Bottle of Spirit, we have a Bottle of Prosecco from a previous raffle, Sylvia offered some suitable items – Bob to send Anne a template of a 'raffle prize begging letter' which he had prepared. Raffle tickets can be sold from now on, but probably need a good prize list for this to work.
- 5.11 Temporary Event Licence – Bob to apply for a Temporary Event Licence which will allow the sale of mulled wine, and the giving of alcohol as raffle prizes.
- 5.12 (Gail has produced some wall games since the meeting, much thanks. Carol and Bob will sell entries for these games during the event, having put them on the walls earlier.)
- 5.13 Nov 7<sup>th</sup>, 8<sup>th</sup> 9<sup>th</sup> afternoons were suggested for taking down Christmas Decorations from Cloakroom store and hanging up by any trustees willing and available.
- 5.14 Maybe a short pre-Christmas Market meeting might help sort any loose ends, in the week preceding. We could ask those who cannot attend to spell out by email what they have arranged so far.

#### 6.0 Rear Yard Foliage:

Encroaching foliage on and behind the rear perimeter wall was cut back, and outer brambles cut away by a recent (5<sup>th</sup> October) Trustee and Ivinghoe Parish Council working Party, leaving a small future bonfire, in a lovely cleared space.

## 7.0 Publicity:

Noted that Carol continues to publicise the Hub and activities in the Ivinghoe Beacon, on our Facebook Page, and on our Website; she has had mixed success with having articles published in the Pitstone Parish Post (PPP), having not managed to get articles published for nine months now. Carol is liaising with Sue Nicholls who publishes the PPP to establish 'cut-off' dates, length of article welcomed, our contact details, etc., etc., with a view to having material published in the PPP as it has been for the past five years, from now on.

## 8.0 November Bonfire:

The Meeting noted that the 'Pitstone and Ivinghoe Entertainments' 5<sup>th</sup> November bonfire is to be held in Pitstone again this year, and thus we will not need to liaise with that group's committee; plans of a small Bonfire of the detritus from item 6.0 above, have not yet born fruit. (We all miss ours in Ivinghoe!)

## 9.0 Heritage Book:

The meeting ran through the current 'almost complete' volume on the big screen in the IT Room – all were impressed with the efforts of the Heritage Book Team – led by Sylvia! It is hoped that it will be circulated digitally within the Trustees for comment, before taking it to publication (and this step is still being researched!).

## 10.0 Any Other Business:

- 10.1 Noted that bulbs for planting, along with compost, had been purchased – the planting to take place steadily over the coming weeks.
- 10.2 The Meeting discussed the recent (second) break-in, welcoming the 'Smile you are on Camera' notice which Bob had put up; several alternatives to improve security were discussed including CCTV, Bob to research; it was agreed that a lock be installed to secure the gate alongside the kitchen.
- 10.3 Noted that the social problem caused by the 'Piano Tuner' seems to have resolved itself in that the man has not returned to the Hub – Carol noting that she is trying to establish a point of contact in Social Services to which we could refer if this type of problem occurs again (although none of the contacts, including 'Prevention Matters' seem to want to pick up this particular ball, 3 separate rebuttals so far!).
- 10.4 Theatre in the Villages – Carol referred to our previous interest in pursuing Theatre in the Villages, although we had not pursued it; apparently one of the acts that we were interested in booking is appearing at Pitstone Hall – she offered to liaise with them to see if we could book them at the Hub next year, the interest having been created. The meeting agreed that we should investigate.

## 11.0 Next Meetings:

Ad-hoc meetings as necessary;  
Trustees Meeting 24<sup>th</sup> January 2017 at 7.45pm;  
AGM September 2017 at 7.30pm – precise date to be announced

