



**IVINGHOE OLD SCHOOL COMMUNITY HUB:  
TRUSTEES MEETING held in the Old School, Ivinghoe:  
IT Room, 3<sup>rd</sup> May 2017 at 2.00pm**



**Registered Charity Number 1165850**

**BPL Roofing Ltd.**

**PRESENT:** Carol Tarrant                      Karen Groom  
                  Bob Corn                             Margaret Holliday  
                  Sylvia Simmonds                      Anne Eastwood  
                  Claire Bamber

**APOLOGIES:** Gail Dodsworth, John Wallis

Carol welcomed everyone to the meeting.

Previous Minutes: Agreed as a true and accurate record.

### **1.0 Monies:**

1.1 Financial Update - Bank Balance £18,000 approximately, including the Bucks Community Foundation (Heart of Bucks) £4,000 Grant towards proposed 'Movers and Shakers' Group which is not yet in place; some bills to pay – say £17,500 in hand subject to rationalisation.

### **2.0 Easter Market Report:**

2.1 Carol reported that quite some work had gone into creating the Market – and perhaps in the future we should think about a different date – not Easter Saturday; the Market was a modest success as a fundraiser, although we only had one paying stall (and that at a discount as the stallholder had paid at Christmas and was unable to appear then!). The Bouncy Castle man had also brought along a candy floss machine, a sweet stall and he made a contribution to the raffle, and made a small donation to our funds. Our own stalls – the raffle, tombola, cake stall, spin-a-picture, guess the number of eggs and book stall – were successful, as was the Easter Egg Hunt; a total of £334 was made on the day. The Heritage Book was also launched on the day, and initial sales were very encouraging.

2.2 The Elliott family came along, and quite apart from donating a wonderful hamper for the raffle, Karen Elliott cut the ribbon and made a speech in 'opening' the Rosemary 'Jane' Elliott Memorial Bench.

2.3 Carol mentioned that thanks were due to Louise Emlyn Jones, Tring Tesco Supermarket and Karen Elliott for their donations towards our Easter Egg Hunt and Raffle Costs – everyone supported the thanks!

### **3.0 Heritage Book:**

The Heritage Book has become very popular – 49 sold already (at the time of this meeting), and a further 3 ordered – the cost of printing was £1,698, and ISBN Registration a further £89. Sylvia reported that we already had £1,246.24p 'book money' in hand from various sources, so it is felt that the costs of publication will be quickly offset. Many compliments have been offered, and much enthusiasm is evident – everything going well!

### **4.0 Movers and Shakers Grant:**

Noted that Bucks Community Foundation (or 'Heart of Bucks' as it now seems to be called) has asked for feedback as to how we are spending the £4,000 Grant monies; Bob reported that the Community Impact Bucks (CiB) Workshop planned for 11<sup>th</sup> May (to be held in our IT Room) is being held to discuss how the Ivinghoe Old School Community Hub was established and why it has been such a success – CiB have offered to help with advice on a project of our choice by way of thanks for hosting the Workshop, and Bob feels that we could ask for their help with this Movers and Shakers proposal. The meeting agreed with this approach – Bob to advise Bucks Community Foundation (Heart of Bucks).

### **5.0 Planned Spends:**

5.1 **Bookings Update** – Bob reported that we are still running at around £500 income per month in space hirings.  
5.2 **Cooker** – a new one has been installed into the Café Kitchen.

5.3 **Dishwasher** – Bob to order a new one as soon as possible (note that quotations have been sought – the lowest is £1,630)

5.4 **Kitchen Ventilation Extract** – Bob reported that Hayley had felt that the (free equipment) solution offered by Redring Xpelair was inadequate to the task of extracting grease smells from the Kitchen so further enquiries have been pursued. A design solution by villager Nigel Fry has been put forward to Hayley (at a cost for the equipment of £580 plus VAT – installation would be extra); the meeting noted that if extract vents and so forth were to be visible externally, then planning approval would be required as we are within the Village Conservation Area. (Note – after the meeting, Bob discussed the matter further with Hayley – she feels that a complicated vent extract with builder’s installation through the wall is not required – she would far rather have a simple domestic type ‘over hob’ extract system where she would replace a filter as often as is required; Bob will therefore pursue this solution at considerably less cost than the alternative – noting that the vastly reduced cost of this will offset some of the dishwasher costs).

5.5 **Urinals and Plumbing in the ‘Staff Room’** to be removed, water and plumbing services capped off as a Plumbing Works order (Note – after the meeting, Bob placed this order with Zebra Plumbing of Tring – they are instructed to liaise with Hayley in carrying out the work with as little inconvenience as possible; Zebra Plumbing’s Quote was in the sum of £184 although the scope of work may increase modestly).

5.6 **External Paintwork** to be instructed in the sum of £3,700 (Note – after the meeting, Bob instructed Steve Jones, Painter, Aylesbury to proceed with the work – now in hand).

5.7 **Black Out Blinds** – Bob to progress as soon as practicable.

5.8 **Catering Provision** – Carol reported that the Rose and Crown had given us more aluminium Tables and Chairs for the rear paved area, and a small number of Mugs, a Teapot, Sugar Bowl and Milk Jug; Bob was instructed to purchase a modestly priced kettle – NO Mini-Kitchen at this time!

5.9 **Building Plaque** – the meeting asked Carol to progress this as soon as practicable.

## 6.0 Hayley’s Email 27<sup>th</sup> April 2017:

Noted that Hayley had written to all Trustees on 27<sup>th</sup> April 2017 constructively raising a number of issues:

- 6.1 Cooker and Additional Tables – (items 5.2 and 5.8 above) – Cooker installed, the meeting noting that the tables are not a donation to CuriosiTEA Rooms, but are a donation to the Hub for us to hire out as part of our Rental Facility – we are happy that CuriosiTEA Rooms use them if we have not hired them out!
- 6.2 Meeting between Trustees and CuriosiTEA Rooms Staff – all agreed as a good idea, provided that an Agenda is issued before hand; the meeting to be held in our Hall on an evening in early June. (Note – after the meeting, Bob had discussed this with Hayley, and the intention was really to hold more of a ‘social gathering’ between us all, rather than a formal meeting; Bob to notify all Trustees of this and plan a date).
- 6.3 Vent Extract – as item 5.4 above.
- 6.4 Dishwasher – as 5.3 above.
- 6.5 Staff Room – as 5.5 above.
- 6.6 Discounted Hire Rates – the meeting felt that since other ‘long-term’ hirers do not receive a discount for their frequent hiring, then Hayley could not be allowed a discount; Bob to advise Hayley.

## 7.0 Any Other Business:

- 7.1 Volunteers’ Capacity – Carol stressed the Voluntary nature of our Trustees’ Work, and time available needs to be shared – a meeting should be held to discuss sharing the various roles.

## 8.0 Next Meetings:

Ad-hoc meetings as necessary;

Trustees Meeting 2<sup>nd</sup> August 2017 at 2.00pm, IT Suite

Annual General Meeting – September 2017, date to be agreed

