



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the I.T Room,
Old School, Ivinghoe: 31st October 2017 at 2.30pm**



**Registered Charity
Number 1165850**



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

APOLOGIES: Karen Groom, John Wallis

Carol welcomed everyone to the meeting.

1.0 **Previous Minutes:** Agreed as a full and proper record of the Meeting held in August – that meeting really being based around a social Barbeque with CuriosiTEA Rooms Staff – at the meeting, an agreement had been made that Hayley Wesley, as proprietor of the CuriosiTEA Rooms, would administer the Hub's Christmas Market as a CuriosiTEA Rooms project – with assistance from the Trustees as necessary.

- Matters arising:
- 1.1 Hub Building Plaque – Bob yet to order.
 - 1.2 Carol had designed and prepared a 'Thank-You' card for Gail Dodsworth, who had resigned as a Trustee at the recent Hub AGM – also having signed and delivered it on behalf of the Trustees.
 - 1.3 Everyone agreed that the Informal Meeting at the Barbeque in August was a great success, which should be repeated.

2.0 **Financial Update:** Claire reported:
Current Cleared Balance: £12,740.75p
Float: £54.14p
The figures include Heritage Book income profit so far, and Spring Fair Profit of £331.08p; Sylvia had prepared an account sheet for the Heritage Book Project, as attached.

3.0 Sustainability of Trustees Update:

- 3.1 Sara Greenwood's Note – Noted that Sara had sent a summary of activities undertaken in her series of talks and workshops on this project – as attached, and as handed to each Trustee present; Carol will respond to Sara, and reported that we as a board of Trustees will act upon the recommendations.
- 3.2 Tasks Schedule – Carol tabled initial documents to illustrate how we have started to tackle the dissemination of information to all Trustees.
- 3.3 Old School Building Layout – In the documents noted in 3.2 above was included a draft School Layout Plan which will indicate where computers, keys, meters, relevant storage, etc., are located.
- 3.4 Charity Commission Update – Noted that Bob had tried to download materials from the Charity Commission Website, but had run foul of a Password problem – he will continue to pursue.
- 3.5 Noted that Draft Documents will be issued to all Trustees for comment in time for the January 2018 Trustees Meeting.
- 3.6 Claire raised the issue of seeking more volunteers to act as Trustees – given that we have two Trustee vacancies – all to pursue, including articles in The Beacon Magazine, the Pitstone Parish Post, our Facebook Page and our Website.

4.0 Gardening and Plants - Dates:

Noted that Bob, Carol and Margaret had spent approximately £42 on plants and compost – Carol, Margaret and Anne to meet at 10.00am on 3rd November 2017 to carry out the ensuing planting! (Noted that a further £20 was spent on 3rd November 2017 in purchasing necessary additional compost).

5.0 Heritage Book Sales:

Sylvia reported that Book Sales were going well – so far in profit of £120 – as attached Accounts.

6.0 Christmas Market:

- 6.1 Hayley Wesley had reported on her proposals for the Market – as attached.
- 6.2 John will be running the ‘Spin a Picture’ Game, Margaret will run the Second-Hand Book Stall – also selling the Heritage Book, Carol and Bob will run the Roast Chestnut stall; all of these three stalls will be for Hub profits.
- 6.3 Carol and Bob will prepare the ‘Name the Turkey’ Game – the Game to be displayed on CuriosiTEA Rooms wall, and Hayley has offered to keep the Game income as it is played; Bob will discuss the provision of a Turkey as a prize with Karen, stressing that we would wish to purchase the Turkey rather than relying on a gift!
- 6.4 Raffle – noted that we will not be running a raffle as such, since Hayley is already proposing to run one; Anne offered to prepare a Christmas Hamper, as a single prize against tickets purchased on the night – Trustees to make contributions to the Hamper.
- 6.5 Bob and Carol will prepare notices for each Hub Stall which will stress the Hub profit at each Hub stall.
- 6.6 Christmas Decoration in the Hub will be started on 17th November 2017 – meet at 10.00am for 10.30am.

7.0 Any Other Business:

- 7.1 Margaret noted that the Cloakroom had been tidied, but that shortly afterwards it had become cluttered again; a fan had been delivered, as a gift from a generous villager, which had simply been dumped in the Cloakroom – Bob had moved it to one of the Shed stores in the rear of the building. All agreed that this should be policed!
- 7.2 Noted that cash thefts had taken place from the Second-Hand Book stall (in the Cloakroom) recently – Margaret will purchase a lockable cash box, which Bob will bolt onto the Cleaner’s Cupboard.
- 7.3 Bob to arrange a maintenance visit for the Gas Heater Batteries in the Building as soon as practicable – this will enable a professional view of the recently installed enclosures which surround the heaters in the Café.
- 7.4 Storage in the IT Room – to be considered at a future meeting.

8.0 NEXT MEETING:

23rd January 2018, 2.30 pm, IT Room in the Hub

Bob Corn
Secretary to the Trustees
4th November 2017



Heritage Book Accounts

	Heritage Book Accounts income	expenses	balance	pd into hub a/c	cash in hand
Donations					
Beacon Team	£500.00				
John	£100.00				
School reunion and s/h bks	<u>£133.00</u>			£733.00	
Already paid into Hub a/c					
Sales					
S/h books	£103.14				
Heritage books	<u>£413.00</u>	pandp £2.90			£513.24
Cash in hand					
Total to April 28th	£1,246.24				
3/5/17 Heritage book sales	£40.00				
S/h booksales	£2.70				
Printing Costs		£1,698.00	-£451.76		
Paid to treasurer 3/5/17				£410.00	
Heritage Bk sales	£350.00				
S/h Bk sales	£54.44				
School reunion	£50.00				
Plant sales	£10.00				
Postage		£12.98			
Total to Aug 1st	<u>£1,753.38</u>				
01/08/2017			£39.50		£597.40
12/08/17 to 4/09/17					
Heritage book sales	£60.00				
S/H bk sales	<u>£2.81</u>				
Handed to Bob04/09/2017				<u>£545.00</u>	
04/09/2017 pd to Bob				£70.00	£45.21
paid in 11/09/17 (3 H bks)				£30.00	
				in credit	£100.00
				Total £1698.00	

Summary of activities undertaken with Ivinghoe Old School Community Hub – Sara Greenwood

New Futures Buckinghamshire Support Package

The *new futures* assignment was:

- To meet with the trustees and help them to have conversations to think through:
- What they need to do in order to become a “sustainable” trustee board for the future
- The implications for their charity if they don’t do this
- How they are going to cover the areas of responsibility they have already identified
- What is needed in terms of a “succession” plan for “sustainable trusteeship”

Sara, Carol and Bob have met 4 times between August – October 2017 to discuss the support which was required, focusing on areas of concern, opportunities for development and the sustainability of the Board of Trustees. In addition, regular communication took place via email and on the telephone.

As a result of the discussions, two workshops were held at the Hub with the Board of Trustees, on 20th September and 25th October.

The first workshop focused on Board sustainability and how to increase the resilience of the charity, so that it could continue to function with less input from Bob and Carol. There was a good engagement from all those present and follow up work has started as a result of points raised and decisions taken at this meeting. One issue raised was to increase the knowledge and confidence of all the trustees. The second workshop was facilitated at the end of October, specifically to do this, focusing on roles and responsibilities of trustees, and the creation of an induction pack and induction programme for new trustees.

- An operational plan for 2017 - 18 was drafted incorporating key areas which need attention to ensure that the Hub runs smoothly. This gives trustees a picture of operations at a glance and assigns responsibilities and priorities to tasks. Trustees to discuss whether adopting an annual operational plan would be useful, and if so, then to edit to suit, completing the tasks and dates columns.
- The Risk Assessment exercise from the September workshop brought forth many helpful suggestions as to how to increase the resilience of the board and mitigate the risk posed by Bob and Carol not being available for periods of time in the future. (See workshop notes for these suggestions).
- Several tasks are now underway arising from these suggestions, which will increase the operational knowledge of the whole board and which may also include members of the community for certain activities.
- We also explored key relationships between the Hub and the community in Ivinghoe and further afield and looked at how the trustees might reach out to some of these stakeholders for assistance and a source of volunteers, some of whom may become potential trustees.
- The October workshop covered several areas: What trustees need to know; Roles and responsibilities; legal requirements; insurance and liability; ‘The Essential Trustee’ and other Charity Commission publications; sources of help and support (Charity Commission, NCVO, CIB); role descriptions for trustees, the Chair, Treasurer and Secretary.

- We considered what might go into a trustee induction pack and a suggested list of contents was presented. Ideally these might be compiled within a ring binder and information can be added, such as the Hub maps and instructions etc. when these are produced.
- It was suggested that an early wooing of potential trustees starts from now onwards until the next AGM. This could be supported through social media, messages from existing trustees, volunteer help out days, etc. all expressing the positive aspects of the role and being part of this trustee team.



Ivinghoe Old School Community Hub
2, High Street,
Ivinghoe,
Leighton Buzzard,
LU7 9EX

CHRISTMAS MARKET / PAMPER EVENING PROPOSALS:

Old School Community Hub, Old Town Hall:

1st December 2017 – 6.00pm – 10.00pm

Stallholders to set up from 4.30pm

Stallholders in the Hub currently as drawing attached, plus more in the Town Hall, although anticipating one or two more.

CuriosiTEA are running a raffle, although Trustees are welcome to run another.

Trustees are welcome to run the 'Name the Turkey' Game again, if they wish – CuriosiTEA are happy to hold the cash as it is taken, on behalf of the Trustees

Carol and Bob are running the Roast Chestnut Stall, John running the 'Spin a Picture' Game, and Margaret is running the Book Stall – all profits from these to be for the Hub

Father Christmas will be walking around the Market, rather than in a Grotto

Carol is liaising with the Beacon Choir – Hayley liaising with the School Choir – Bob to provide background Christmas Music through the PA System

PPP and The Beacon are running ads for the evening, and posters (as attached) will be everywhere

CURIOSITEA ROOMS PRESENTS

**A CHRISTMAS
MARKET & PAMPER EVENING**

FRIDAY 1ST DECEMBER

6PM - 10PM

**IVINGHOE OLD SCHOOL COMMUNITY
HUB AND IIVINGHOE TOWN HALL -
HIGH STREET IIVINGHOE, LU7 9EX**

**MANY STALLS, GAMES, RAFFLES, TOMBOLAS,
MEET SANTA, CHOIR SINGING, MULLED WINE,
INDIAN FOOD, RIDES, PROSECCO, BBQ, ROASTED
CHESTNUTS, PETTING FARM, PAMPER
TREATMENTS AND SO MUCH MORE - WRAP UP
WARM IT'S INSIDE AND OUTSIDE**

**FREE ENTRY BUT PUT YOUR NAME ON THE GUEST LIST, PAY £2 AND YOU WILL RECEIVE A
GOODIE BAG AND GLASS OF PROSECCO ON ARRIVAL - AVAILABLE FROM CURIOSITEA ROOMS**

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**OR EMAIL curiositearooms@gmail.com for more
information, to go on the guest list or to book
treatments**

