



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
IT Room, 23rd January 2018 at 2.30pm**



Registered Charity Number 1165850



PRESENT: Carol Tarrant Margaret Holliday
Bob Corn Karen Groom
Claire Bamber Graham White, Bucks.C.C. Community Links Officer

APOLOGIES: Sylvia Simmonds, John Wallis, Anne Eastwood

Carol welcomed everyone to the meeting, particularly Graham White, Bucks.C.C. Community Links Officer.

1.0 Previous Minutes – October Trustees Meeting, 31st October 2017:

Agreed as a true and accurate record.

2.0 Heart of Bucks Grant Expenditure Proposals:

Carol briefly explained the thinking behind seeking and being awarded the Grant of £4,000, and the circumstances surrounding our new thinking (segmenting and trialling the 3 activities of a possible future ‘Movers and Shakers’ group - starting initially with physical exercise to music- sometimes using chairs and hoops). Bob had tabled a proposal, as attached, which indicates how we have spent around a quarter of the Grant, and how we might usefully spend the balance in providing an exercise programme for the elderly of this Community. Graham felt that the proposal as tabled should be satisfactory, and will take the proposal to discuss with Heart of Bucks; all present agreed that we should proceed to put the project in hand.

3.0 Finance Up-Date:

Carol noted that work in maintaining Gas Heaters has been carried out, BT Infinity Internet Access has been installed (BT now noting the Registered Charity Status, thus reducing the VAT element of their billing), and a ‘through the wall’ ventilation extract system installed into the kitchen, above the Cooker Hob. The Meeting noted that the Gas Engineer had raised the decorative ‘Box Containers’ which had been installed around the Heaters in the Café – suggesting that more ventilation around the sides and to the front of the Boxes was necessary; Café staff had moved the Boxes away from adjacent walls to allow better side ventilation.

Claire noted that she had submitted the required end of financial year statement to the Charity Commission, as her recent emails to the Trustees – many thanks to her! She also tabled her latest update on Hub Finances – as attached schedule, indicating current cash available as £12,310.37p.

4.0 Heritage Book Project:

In Sylvia’s absence, Margaret noted that a further three books had been sold (she handed £20 for two books to Claire, Karen noting that she had received a further £10 for one book) – thus something approaching 120 books had been sold of the 200 printed!

Margaret further reported that a display frame had been purchased to accompany a smaller one already purchased to exhibit artefacts from the Old School – an exercise book, inkwell and other items – and Bob had printed off a 30” x 20” photograph of the Old School (taken approx. 1906) as a ‘back-cloth’ for the frame.

5.0 Trustees Sustainability:

Following on from the ‘Sustainability Course’ which had been hosted by Sara Greenwood last Autumn, Bob had prepared a Schedule of Tasks which he currently pursues on behalf of the Trustees – he will send this Schedule out to Trustees for them to consider; further, he will ‘drip-feed’ (to avoid Trustee overload!) Policy Documents which we currently hold, but which should perhaps be updated – all Trustees to consider them as they are issued. It was agreed that we should hold ‘workshops’ first to enable Carol and Bob to complete the Map, Calendar and Task Cards, and then later when this is completed to enable discussion on the Policy Documents in updating them – the workshops to be held on Mondays, probably late morning through to early afternoon.

6.0 Ivinghoe Fruit and Veg Show:

Following the very successful and enjoyable 2017 Ivinghoe Fruit and Veg Show which had been held for the first time in the Hub, all Trustees had supported the proposal that we should form the basis of a new ‘Fruit and Veg

Show Committee' since the previous Committee had resigned. Carol reported the successful re-constituting of the Fruit and Veg Show Committee – enthusiastically supported by a number of villagers from Ivinghoe and Pitstone. She had prepared an advert for the September show which had been printed on the back cover of the 'Ivinghoe Beacon' (tabled by Karen) – noting the publishing of the advert on the Hub's Facebook page, the Everything Ivinghoe and Pitstone Facebook page, hopefully the Pitstone Parish Post, the Everything Marsworth Facebook page, and by request in the Marsworth Village Magazine. All is proceeding very well, with the enthusiastic village support –the next meeting for the Committee will be held at the end of February where the Schedule and tasks will be discussed.

7.0 Christmas Market:

Carol reported that we had had a lovely 'twinkly' Christmas Market – this year hosted by CuriosiTEA Rooms, to include a 'Pamper Evening' at the Town Hall and a lovely Petting Zoo and Carrousel on the Lawn. The Hub had five stalls – because the trustees had generously paid for and donated the contents of the stalls, it enabled the Hub Fundraisers to make £154 on the Luxury Hamper Raffle, £23 on the Felix and Fido Raffle, £38 on Roasted Chestnuts, £14.40p on the Spin-a-Picture Game, £3 on the Book Stall (Margaret being warmly thanked for her donating her £15 charge for her stall); a further £34 was taken on the Name the Turkey Game which had been displayed in the Café though the competition was for the first a slim affair as only 17 entries were made – and no one selected the Turkey's name of Bianca! The cash raised is ploughed back into the Community Hub's funds to pay for the sort of thing highlighted in 3.0 Finance Update above – necessary building and maintenance work, additional furniture, etc.

8.0 Any Other Business:

Noted that since Carol and Bob will be away for a period around the Easter Weekend, Trustees will not run an Easter Market this year; it might be that CurisoiTEA Rooms may decide to host such a Market, and if they do, Trustees who are in the village for the weekend may assist, for example, with an Easter Bunny or Egg Hunt, or a 'Guess the Number of Eggs' game which has become a small Hub tradition.

9.0 Next Meetings:

Ad-hoc meetings as necessary;

Trustees Meeting 24th April 2018 at 2.30pm



IVINGHOE OLD SCHOOL COMMUNITY HUB:

Heart of Bucks Grant Expenditure:

Total of Grant: £4,000

Expended so far:

Electrically Operated

Projection Screen: 3rd August 2016: £ 680.40p

Fixing Materials: 17th August 2016: £ 19.07p

Electrical Cable: 24th August 2016: £ 8.53p

Black-Out Blinds: 1st August 2017: £ 233.85p

Hooks and Thin Wire Rope

(To hold Light Fittings back when projecting!): 31st August 2017: £ 3.79p

TOTAL expended so far: £ 945.64p £ 945.64p

Proposed Exercise Course:

Costs of Course Leader: £2,520.00p
(1hr per week, 42 weeks, £60 per hour)

Cost of Room Hire: £ 504.00p

On advice of potential course leader, replacement of 2 fixed tables with folding tables, to allow space for 12 adults on floor mats – the potential course leader would provide the exercise mats (new tables can be stored in previously purchased table rack:

£ 223.20p

TOTAL necessary to spend for Exercise Course: £3,247.20p £3,247.20p

TOTAL Proposed Expenditure related to Heart of Bucks Grant:

£4,192.84p

Shortfall of Grant below Proposed Expenditure is £192.84p, to be made up from Hub funds – we will after all benefit in the long term in the purchase of two folding tables!

Treasurer's Report IOSCH

23rd January 2018

Current Financial Situation

Bank account as at 09.43 23/01/2018		11,873.18
Cash in hand	DEC 17 cash	112.71
	NOV 17 cash	40.46
	Christmas Market	229.40
	Cash since previous banking	54.62
Total		12310.37

Charity Commission

IOSCH Charity Commission Return for year 01/04/2016 – 31/03/2017 was submitted 16/01/2018

Last Quarter Check on Outstanding Invoices

Check on outstanding invoices and rentals currently in progress in preparation for Year End report.

Heart of Bucks Grant

Value of Grant		4000.00
Expenditure to date		
Projection Screen:	3rd August 2016	680.40
Fixing Materials:	17th August 2016	19.07
Electrical Cable:	24th August 2016	8.53
Black-Out Blinds:	1st August 2017	233.85
Hooks/Wires for lights	31st August 2017	3.79
Total Expenditure		945.64
Outstanding Grant		3054.64