



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
IT Room, 24th April 2018 at 2.30pm**



Registered Charity Number 1165850

PRESENT: Carol Tarrant Margaret Holliday
Bob Corn Claire Bamber

APOLOGIES: Sylvia Simmonds, John Wallis, Anne Eastwood, Karen Groom – noted that Anne has tendered her resignation, necessary due to a family move to Vietnam!

Carol welcomed everyone to the meeting – noting that she would contact John to check after his health, and write to Anne to offer our good wishes with her move, and our very grateful thanks for all that she has done for us as a Trustee, and thus for the wider Community.

1.0 Previous Minutes – January Trustees Meeting, 23rd January 2018:

Agreed as a true and accurate record.

2.0 Finance Update:

Claire reported that we have £8,568.56p at the Bank, with Cash in Hand (at 24th March 2018) of £640.10p – as attached report; she noted that monies held by Bob for March 2018 and April 2018 Hirings, etc., are yet to be taken into account – Bob will hand these figures and cash to Claire just as soon as he has rationalised them, apologising for his not having them yet ready – he had been away on holiday (note – Bob handed these figures and cash to Claire on 1st May 2018). Claire noted that certain monies owing to us – around £4,000 – should be taken into account, and that steps should be taken to retrieve those monies just as soon as we can.

The meeting noted that a Gas Heater in the Café had needed to be replaced recently, at a cost of approximately £1,700.

3.0 Heart of Bucks Grant Expenditure Proposals:

Noted that the Exercise Class which is being funded by this Grant is to start on 1st May 2018 – Andrea Hall will run the Class, and Invoice us for her time, including her supplying necessary equipment. Bob to arrange the purchase of folding tables to replace the fixed-leg tables in the Community Space at a cost of £223.20p as outlined in the proposals approved at the last meeting (these folding tables thus being able to be stored out of the way in the table storage rack previously purchased, to create more space for the Exercise Class – note that Bob later ordered the tables at the price quoted including delivery and VAT).

4.0 IT Room Storage – Shelving and Cupboards:

Carol to continue to seek a willing carpenter, although until our income is rationalised (as in 2.0 above), we cannot be spending any further significant money.

Margaret agreed to assist in trying to find the ‘willing carpenter’!

5.0 Hot Water Urn and Tea-Pots:

Sylvia had asked that we consider the purchase of an Hot Water Urn and Tea-Pots (as attached), which would be useful at events such as the Old School Re-Union; total cost would be £53.43p – after discussion, the meeting agreed, Bob being instructed to arrange the purchase (note – Bob later placed an order for the items, although total cost was slightly lower at £52.97p including delivery and VAT).

6.0 Heritage Book:

Previously, Sylvia had handed to Bob an envelope which contained £30 cash for the sale of three Heritage Books – and she made reference to a further £10 due from Karen for a sale at her Farm Shop; Bob in turn handed the envelope and information to Claire! The possibility of selling more Heritage Books at the Pitstone Farm Museum was discussed – Margaret and Carol to pursue.

7.0 Publicity Stream:

Noting that the Pitstone Parish Post had become increasingly reluctant to receive substantial reports from Ivinghoe Old School Community Hub, the meeting briefly discussed how we should cover Pitstone with our reports and advertising. Carol agreed to address the Parish Magazine – since that is delivered in Ivinghoe, Pitstone, Slapton

and Marsworth, although not to every house – noting also that we should pursue the several village web-sites and facebook pages; Bob will also ensure that reports are published on the Hub web-site and facebook page as PDF documents for download. The meeting noted that reports as hard copy could perhaps be placed in the Library, Shops, the Pub, Water and Wind-Mills, Churches, Restaurants, the Farm Museum and at the Golf Club.

8.0 Anne's Resignation:

The meeting gave their heartfelt support to Carol in writing to Anne to give our very grateful thanks for all of her efforts on our – and our Community's – behalf. Carol to give thought to our seeking a replacement for Anne, who is as willing and active! Facebook page, data base and web-sites to be employed in the search.

9.0 Trustee Sustainability:

Carol referred to the Task Calendar, School 'Map' of Keys, etc., and 'How-to' Cards – suggesting that we should be progressing these as soon as practicable, in order to plan ahead with fundraisers, etc.; Bob to re-issue the Policy Documents (which should be updated) for comment by fellow Trustees. Also, Bob to have additional keys cut for the rear sheds, and for the 'Grey' Door at the rear of the Community Space – these keys to be kept with the other spare keys – although all noted the need for security to the Hub in the event that any of these keys are lost or mislaid.

Potential date for a further meeting on this Sustainability Exercise could be end of May or early June 2018, but preferably after any new Trustee is in place! The need to recruit new Trustees was reinforced by Claire – all aspects of this are of the highest priority.

10.0 Trustee Interface with the Village:

Carol gave a brief report on our presence within the Village, and how we could be putting a 'Hub Trustee' face in front of the Community – the point being to portray how much fun it can be, to be busy within the Community! Again we could be using all of the available social media and web-sites at our disposal – we could perhaps run Film and 'You-Tube' Music evenings, jumble sales, etc., to raise funds and raise the 'Trustee' interface profile – all much easier when we have willing hands to help.

11.0 Any Other Business:

Margaret asked if she could run a second-hand book stall at the forthcoming Fruit and Vegetable Show – of course, the books would be relevant to Gardening, Cooking and the Fruit and Vegetable theme; Carol will enquire at the meeting due to take place later this day evening (note – the later meeting approved the proposal with enthusiasm, noting the idea to be selling relevant books!).

12.0 Next Meetings:

Ad-hoc meetings as necessary;

Sustainability Meeting as in 9.0 above;

Trustees Meeting 22nd August 2018 – this could be a Summer Barbeque with all Trustees and Café Staff (a well received plan) – to be confirmed.



Treasurer's Report IOSCH

24th April 2018

Current Financial Situation

Bank account as at 09.10 24/04/2018		8,568.56
Cash in hand	NOV 17 cash	40.46
	DEC 17 cash	112.71
	Christmas Market	229.40
	JAN 18 cheque	37.00
	JAN 18 cash	40.32
	FEB 18 cash	75.59
	Cash since previous banking	54.62
	Heritage Book	20.00
	Heritage Book (2)	30.00 received 24/04/18
	Total Cash in hand	£640.10
Total		£9208.66

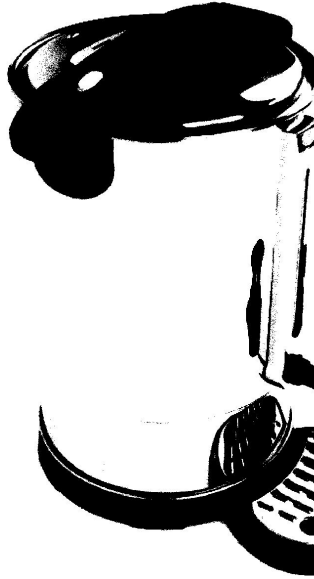
Last Quarter Check on Outstanding Invoices

Due to family issues this check still in progress. Income streams for 2017/18 under review.

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

Treasurer will re-issue this report when there are further items to add to Heart of Bucks grant expenditure



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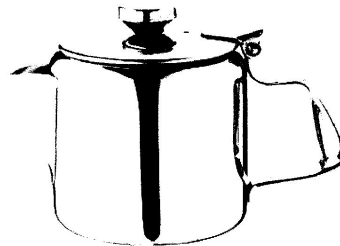
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