



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING held in the Old School, Ivinghoe:
IT Room, 13th November 2018 at 2.30pm**



Registered Charity Number 1165850

BPL Roofing Ltd.

PRESENT: Carol Tarrant Margaret Holliday
Bob Corn Claire Bamber
John Wallis Sylvia Simmonds

APOLOGIES: Karen Groom

Carol welcomed everyone to the meeting

1.0 Previous Minutes:

Noting that the 2018 AGM had had to be unavoidably cancelled at the last minute due to a medical emergency in Carol and Bob's family, notes to April Trustees Meeting, August Barbecue, and Chair's and Trustees Annual Report were (as appropriate) agreed as a true and accurate record; there had been a meeting held on 8th October 2018 simply to discuss the forthcoming Winter Market – no other matters had been discussed, and Carol had issued notes to that specific meeting.

2.0 Finance Update:

2.1 Claire reported that we have £9,998.19p at the Bank.

2.2 In respect of the ongoing Debt Recovery, progress is being made in that the debt itself has been reduced from approximately £5,800 to approximately £5,400 – the meeting agreed that we proceed on the continuing trajectory.

2.3 The Heart of Bucks £4,000 Grant expenditure to date is £2,212.84p – at current rate of expenditure, the balance of £1,787.16p should allow the Community Exercise Class to continue until end of May 2019.

2.4 Space Hirings continue to be healthy – bringing in between £500 and £600 per month.

2.5 Our costs in simply running the building (rates, energy costs, etc.) are about £500 per month – thus hiring income currently covers our overall running costs.

2.6 Sylvia reported that she is holding £245 in sales from the Second Hand Book scheme, which had been initiated to create funds for the Old School Reunion; she confirmed that £100 of the fund perhaps could be used in providing storage adjacent to the sink and fridge in Community Space. A discussion took place as to what other storage might be addressed – although no resolution at this time.

2.7 Sylvia reported that sales of the Old School Heritage Book were now 112 (at £10 each), thus the project was now £270 in profit.

2.8 Noted that Bob now banks our cash and cheque takings at the Cooperative Bank in Luton at the end of every month, in parallel with handing the monthly spreadsheet, receipts, copy invoices, etc., to Claire.

3.0 Winter Market Proposals:

3.1 Noted that Carol, Sylvia, Margaret and Hayley had had a brief meeting in October 2018; the Market will be held on 23rd November 2018, 6.00pm – 10.00pm. The theme for the evening will be celebrating the fifth anniversary of the opening of the Hub itself, and the new 'Old School Community Hub' Building Plaque will be unveiled. CuriosiTEA Rooms will be running a Pamper Evening, and have arranged for a 'Petting Zoo', a modest 'Fairground Ride', a Barbecue, mulled wine, warm drinks and prosecco – several craft (paying) tables have booked. Sylvia and Margaret will run a Tombola and Raffle on 'non-paying' tables (for which the Bridge Club have offered their tables), and John will run the 'Spin a Picture' game; Sylvia has organised a 'Name the Teddy' game, now displayed in the Café, and Carol is organising the 'fake' 5th Birthday Cake – she and Bob will run the Roasted Chestnuts stall, Bob is installing the new Building Plaque, and Carol will unveil the Plaque during the Market evening.

3.2 Margaret reported that Ivinghoe Golf Club have donated an 18-hole Round for Two Voucher to our Raffle; Carol noting that the Kings Head have given a Meal for Two Voucher, Ivinghoe Post Office gave a bottle of wine,

Windmill Pharmacy gave a box of David Beckham Toiletries, Mason's Store gave a box of Quality Street Chocolates, CuriosiTEA Rooms have donated an Afternoon Tea for Two, Karen Groom has offered a prize, and several others have offered other prizes – Carol has yet to hear back from Tesco, Woodz Pizza, the Haldi Restaurant and the Rose and Crown Pub. Daphne Clark has offered to help in arranging the raffle on the night.

3.3 Bob will check on Parking on the Lawn for the evening (confirmed by Karen as being booked), and John will see if the Beacon Choir might be able to Carol Sing during the evening (they were not able to); Bob will arrange for Christmas Music to be playing through the Public Address system.

4.0 Trustees Update and Sustainability:

4.1 Noted that the Sustainability Project is still on hold, pending appointment of two or three more Trustees – the meeting also discussing the principle of trying to find 'willing volunteers' if not full Trustees to assist with day to day tasks in running the Hub. Also, perhaps we could find a 'jobbing' person to assist with minor building and/or carpentry work.

4.2 Everyone to encourage folk to take an interest in either becoming a robust Trustee or becoming a member of a team of volunteers; Claire agreed to continue in the role of Treasurer for the moment, given that the Charity Commission will require submission of our annual figures in January 2019, and given that Bob can continue to assist with Banking funds at the end of each month.

5.0 Any Other Business:

5.1 After discussion, the meeting decided to endeavour to separate the Hub and CuriosiTEA Rooms in advertising, so that the public can identify the two separate entities.

5.2 Noted that steps should be taken to discourage parking of bicycles in the cloakroom, and to ask that pushchairs and prams to be parked responsibly.

5.3 Noted that we should perhaps seek a grant to renew the old portion of flooring in the Community Space, as it is showing increasing signs of wear – also, we might consider seeking a grant for the creation of storage in the IT Room.

5.4 Carol reported that Hayley is proposing a free afternoon tea on two different afternoons for the older folk of the village, prior to perhaps offering a meal delivery service to those who need such a service. Since this proposal reflects our original remit of serving the community in this way, Carol suggested that we provide the space for these afternoon teas free of charge – the meeting agreed, provided that we do not get involved in the cost of running either these 'tea' events, or delivering the meals.

6.0 Next Meetings:

Ad-hoc meetings as necessary;

Trustees Meeting 15th January 2019, at 2.30pm – in the IT Room, at the Hub.

