



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
TRUSTEES MEETING to be held in the Old School,
Ivinghoe: Socially Distanced Meeting in Main Hall,
25th June 2020 at 3.00pm – also brief meeting on
3rd July 2020 at 2.30pm**



Registered Charity Number 1165850

NOTES TO TRUSTEES MEETING, 25th June 2020 at 3.00pm

Present: Carol Tarrant (Chair)
Bob Corn (Secretary/Treasurer)
John Wallis (Trustee)
Sylvia Simmonds (Trustee)
Russell Eyre (Trustee)

Carol welcomed everyone to the meeting, hoping that all were safe and well, and that everyone was continuing to negotiate the Covid-19 Restrictions happily, and felt comfortable in their socially distanced single table spots for this meeting – she offered lemonade or water for everyone!

1.0 Apologies – There were no apologies necessary as all were present.

2.0 Previous Minutes – Sylvia asked that everyone be informed of any response from CuriosiTEA Rooms in respect of the rent allowance, and confirmed that Utility Costs be charged in respect of CuriosiTEA Rooms' use.

3.0 Finance Update:

3.1 Bob reported that at this date, we hold Cash at Bank of £28,037.98 (Including the two Grants for £10,000 and £1,500 which had been received after applications to two separate Covid-19 Crisis Grant Funds).

3.2 Currently owed £278.09 (NOTE: this £278.09 has been received since the meeting, thus the debt has been cleared).

4.0 Covid-19 Rent Grant

4.1 Carol confirmed that the Grant given specifically to cover Café Rent during the Covid-19 Crisis must be used in that specific way – to pay the rent due from the Café, due during the period of time affected by the Crisis – and this period of time will run for a considerable duration; it started in early March 2020, and will have its affect until way into next year. To formalise and reiterate Carol, Russell proposed that the money received against the specific application for funds to cover the Café Rent during the Crisis is £10,000 – this covers rent due from 1st March 2020 until 20th July 2021 – it should be used for exactly that; John seconded – the proposal was carried; Bob to notify the Café formally.

4.2 Agreed that Utility costs as taken by CuriosiTEA Rooms since 1st March 2020 should be charged for.

5.0 Building Upkeep

5.1 Internal Painting – Carol, Bob and Russ volunteered – Carol hoped that additional folk would also form a volunteer working party, Carol having made the call-out on social media already.

5.2 IT Room Storage – now in hand, pending clarity of operations allowed by Covid-19.

5.3 Rotten Door Frame in Café Staff Toilet – this to be put in hand, again as allowed by Covid-19 regulations (NOTE – after the meeting, Bob met a carpenter who was working on rot in the window frame to the shop opposite our building; the carpenter came to examine our rot problem and offered to put forward a quote, and if agreeable might be able to carry out the work 'in a couple of weeks'). There is also a broken window retention frame in the Main Hall – Bob hopes that the same carpenter would be able to help with that, also.

5.4 Black-Out Blinds to Lawn end of Main Hall – Bob and Russell to put this installation in hand just as soon as practicable – also the relocation of four high-level loudspeakers, to enable a better spread of sound.

5.5 Roof Tile Repair/Replacement – Bob yet to speak to the original roof repairer, Ben Large.

5.6 Planter Restoration – Carol to spend time after this meeting tidying the Planters, and weeding out dead or non-flowering plants, wild or otherwise – Sylvia was able to donate £15 from takings for plants which she had grown herself, and which she had anticipated using during the Old-School Re-Union (cancelled due to the Covid-19 Crisis) – the £15 to be spent on plants. The meeting agreed to re-group on 16th July 2020 to do the planting (NOTE – after the meeting, Bob and Carol went to the Hartwell Nursery and spent £35 on plants and compost; also on 4th July Café opening day, Carol was congratulated by the Bucks Councillor’s wife on the welcoming natural character which she felt made the space naturally beautiful).

5.7 Weeding – John had brought along an electronic weeder, although we hadn’t time to use it this day! Everyone to spend a little time weeding, as is practicable.

5.8 Window Cleaning – due at end of August 2020.

5.9 Cleaning – Bob had met Karen Bailey, who agreed to re-commence cleaning with a ‘deep clean’ as and when required – the meeting agreed that this should be shortly before we finally agree to open the Community Hub.

5.10 Locking to Door from Main Hall from the Café Entrance Area – the meeting agreed that we should keep the door locked until the Community Hub opens, to prevent inadvertent infection – Bob and Russell to obtain and fix a new lock to match the character of the door (NOTE after the meeting, Bob had obtained a simple ‘hook and eye’ catch for the door, and had fitted it, since it created less of an intrusion into the character of the door). The meeting also confirmed that the IT Room and Community Area Toilets be kept locked, pending Hub re-opening, beginning of August earliest.

6.0 Planning for Re-Opening

6.1 Bob had received a Check List for Community Groups such as we from Community Impact Bucks, intended as a guide for post-Lockdown opening, and will circulate it to all Trustees – Carol asked that everyone read through the documents which form the Check List, and form an opinion as to our approach.

6.2 Bob mentioned that the ‘Community Matters’ Group were running an on-line training event for Trustees, if anyone wanted to take part – no one wished to.

6.3 Carol mentioned that since we had received considerable help from Community Impact Bucks recently, we should consider officially subscribing at a cost of £60 per annum – the meeting agreed, Bob to implement (NOTE now completed).

6.4 The meeting agreed that we should meet with Hayley Wesley and Sven Tonks before the Government’s proposed Café opening date of 4th July 2020, so that we could view the preparations for opening which CuriosiTEA Rooms were carrying out – this arranged for 3rd July 2020 at 2.30pm, and at that time we could also discuss our reactions to the Check List referred to in item 6.1 above.

7.0 Any Other Business – there was no other business.

8.0 Date of Next Meetings – 3rd July 2020 at 2.30pm as item 6.4 above, and 16th July 2020 for a ‘Planting’ Meeting – time to be agreed.

BRIEF MEETING on 3rd July 2020:

- 1.0** Carol welcomed all Trustees and the Café Team Hayley Wesley and Sven Tonks, who explained that first we would undertake a ‘show and tell’ Café period, where they showed their preparations and new furniture purchased and built, to make ready for post-Lockdown Café re-opening, which appeared to be going well. Hayley and Sven answered Trustees’ questions, after which Carol requested the Trustees meet her in the back garden for practical help to finish cleaning the metal tables and chairs, following on from Carol’s deep cleaning of the Cloakroom on Thursday 2nd July, during which she hoped we could plan in a date for the formal paperwork of Risk Assessments, Check Lists, and completely revised Booking Form, formalising our Covid-19 approach. Carol shared her own list of Government requested graphic prompt signs, which will be displayed on walls adjacent to the relevant activities which they relate to; these will be finished and in place before the end of July 2020.
- 2.0** Trustees discussed our approach to Hub re-opening, for which all agreed there was no hurry; the Community Impact Bucks Check List does suggest that we have a risk assessment formulated to form the basis of our approach, and separately for hirers’ approach, hirers’ own Covid-19 Risk Assessments, etc. – Carol asked that we meet again on 10th July 2020 at 2.30pm to complete this Risk Assessment.
- 3.0** Trustees agreed that we should have a policy of ‘self-sanitisation’ for hirers going forward, so that hirers themselves sanitise before, during and after their hire, and that we start to charge a returnable £50 deposit for new hirers to ensure that the ‘self-sanitisation’ policy is fully complied with!
- 4.0 COVID-19 RISK-ASSESSMENT MEETING – CHECK LIST and an agreed Covid-19 new hiring plan BOOKING FORM:
10th July 2020 at 2.30pm.**

