



**IVINGHOE OLD SCHOOL COMMUNITY HUB:  
TRUSTEES MEETING held at the HUB,  
Socially Distanced as CiB Guidelines:  
2.30pm, 30<sup>th</sup> June 2021**



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**PRESENT:**

<b>Carol Tarrant</b>	<b>Sylvia Simmonds</b>
<b>John Wallis</b>	<b>Russell Eyre</b>
<b>Bob Corn</b>	<b>Part of Meeting: Sally Clarke</b>

Carol warmly welcomed everyone to the meeting, thanking all for their staying power during the Covid-19 restrictions – she gave particular thanks to Sally Clarke, for joining us to give an insight as to how Wigginton Community Shop and Café operates.

**1.0 Apologies** – None, all Trustees present.

**2.0 Previous Minutes** – agreed as a true and accurate record.

**3.0 Alternative Forms of the Community Café, after sub-lease renewal date of 30<sup>th</sup> June 2022:**

3.1 As the Trustees are researching alternative options of our Community Café offer to our Community, in parallel with examining what the rent might be in June 2022 for the already running 'Commercial Business' option, Sally, as Manager of Wigginton Community Shop and Café, led a wide ranging and full discussion around how the Wigginton Community Shop and Café came into being:

- 3.1.1 How it was funded and continues to be paid for – with a broad indication of turnover (£275,000 this last year – approx. 25% being Café turnover, noting the effects of the Covid-19 Pandemic);
- 3.1.2 How it is staffed with associated broad costs (Paid Manager, 4 Paid Supervisor Staff, Some Paid Casual Staff and a larger number of Volunteers – costs around £3,000 per month plus National Insurances and Pension Contributions);
- 3.1.3 How it is advertised (principally pre-planned Facebook campaigns);
- 3.1.4 Where does the profit go? (at the moment mostly to paying off loans, which are being paid off well ahead of the requirement, but it is planned as eventually going back into the Community's several mutually supportive groups and societies), etc.

After a very useful discussion, wherein Sally suggested that the Plunkett Foundation would be a very useful ally and source of information and guidance, it appeared that a Hub based Community Café could be run along similar lines to the Community Shop and Café in Wigginton – a paid Manager with paid assistants (providing local employment) and a bank of volunteers, with all profits being fed back into the Community – which could significantly help existing Charities e.g. the Ivinghoe Poor Lands Charity, the Church, Library, Guides, Scouts, etc., all of whom contribute to the wellbeing of our Community and which reflects our own constitution – John emphasising that we should just check with the Charity Commission regulations to ensure that no rules on charitable giving would be contravened. We could also, as we would be running the Café and Kitchen – carefully managed to maintain hygiene and

safety standards -offer home-made bread and soup at least, offer a teaching (perhaps even experimental) facility to our Community for folk who needed a bit of help with cooking, offer more of the popular themed restaurant evenings, etc.

All Trustees to arrange a visit to Wigginton to meet Sally on site – Russ to indicate when he could be available during an early evening (around 4.45pm on site), as all other Trustees would try to join most evenings.

3.2 Bob reported that he had searched for a Commercial Valuer who could give us a Valuation as to the level of rent which we should commercially be charging when/if we renew our sub-lease – he had had two quotes for the valuation (one for £1,000 plus VAT, a second for £850 plus VAT), although there was a reluctance to provide the Valuation this far in advance of the sub-lease being renewed – due for renewal at end of June 2022; the market is apparently still very volatile during the Covid-19 pandemic, and as we approach some normality. The meeting agreed that we seek an updated Commercial Rental Valuation for the Café space in March 2022.

**4.0 Finance Update** – On 28<sup>th</sup> June 2021 we hold £37,715.44 at the Bank; we are owed £254.00 Room Hire Fees (invoiced – now paid!), and £25.00 Room Hire Fee (not yet invoiced at the time of the meeting – now invoiced!).

## **5.0 Building Matters:**

- 5.1 Roof – Remedial work now completed by Alex Joel Roofing.
- 5.2 Black-Out Blinds in Hall – Bob has completed the installation.
- 5.3 Shelving for Books in Cloakroom –the Mobile Book Cart now assembled by Russ and Bob - book/cash donations continue (around £110 since 1<sup>st</sup> April).
- 5.4 I.T.Room Storage – Les Cato has been instructed (a few weeks ago – as of last week he has ordered the materials and says that he is now due to put the work in hand – he says ready to install end of July/mid-August – Bob to pursue to ensure installation by the time of our proposed Open-Day).
- 5.5 Karen Bailey continues to clean, and empty bins, during the Covid-19 crisis!
- 5.6 Door Frame and Skirting in 'Staff Room', and repair to window support frame in Main Hall – the repaired work needs painting.
- 5.7 Ladder Rails on front lamp-post now painted by Bob.
- 5.8 De-Strat Fan in Café not working (suspect grease in the works – a specialist quote for repair to be obtained), and at the last Fire Alarm Service, one of the Smoke Detector Heads was not working – a quote is awaited for repair, although the next service is booked!
- 5.9 Clogged Rain-Water Gullies around the building – Bob has now cleared them.
- 5.10 Loudspeakers in Hall – Bob has adjusted them to improve 'Film Show' acoustics – still excellent for Music.
- 5.11 Boundary Fence needs re-painting – Brushes, Undercoat and Sandpaper are to hand, top coat yet to buy; it was suggested that this could be a useful volunteer task, as part of the 'jolly jobs' campaign. After discussion, the meeting agreed that Russ pursue professional refurbishment of the fence – he will report back (could this be completed by our proposed Open-Day?).

**6.0 Future Bookings** – Bob reported that all is very optimistic! We have the Crochet Group, Guides and a Children's' Art Class booked in during June and July as regular weekly Bookings; we have a 70<sup>th</sup> Birthday Party booked on 3<sup>rd</sup> July, the Beacon Lit 'Mini-Festival' booked for 9<sup>th</sup>/10<sup>th</sup> July, and a wedding breakfast booked for 30<sup>th</sup>/31<sup>st</sup> July. The WI have asked to have bookings in September, October and November for their Craft Evenings, and 'The Green Room' are planning to book space in October/November to run a series of 'Wreath Workshops'.

**7.0 WhatsApp-ning in Ivinghoe Update** – Carol reported that the Mutual Support Group was still in place, though very little need now that the Covid-19 Rules are being further relaxed; the support pack offered by our Community Board Liaison Officer some months ago, has still not yet been delivered!

**8.0 Correspondence from our Tenant CuriosiTEA Rooms:**

- 8.1 13<sup>th</sup> May 2021 – after our meeting with them on that date - re-Banners, Signs and the Marquee – we responded with 'allow two Banners, three signs and the Marquee subject to Government guidelines'; CuriosiTEA Rooms maintain three Banners, three signs and the Marquee – although this latter appears never to be used in line with the 50% side walls being removed when in use, as required by the Government Guidelines.
- 8.2 22<sup>nd</sup> May 2021 – to inform us of CuriosiTEA Rooms picking up keys to their new venture (at the London Gliding Club), and to re-assure us that 'CuriosiTEA Rooms in Ivinghoe is and always will be our baby and our focus remains very much on that.' We replied by return to wish them all the best of luck for their new venture.

**9.0 Re-instating the CuriosiTEA Rooms Rental regime** – On the advice of Debi Game, of Community Impact Bucks, as to which Grant should be applied for after the Chancellor of the Exchequer had requested that landlord's alone could apply for such a Grant to cover hospitality venue rents during the early Covid-19 restrictions, on behalf of Trustees Carol had applied for, and we were awarded, a Grant which proved generous enough to cover CuriosiTEA Rooms' rent from 1<sup>st</sup> March 2020 through to 20<sup>th</sup> July 2021. The meeting agreed that Bob should email CuriosiTEA Rooms to remind them of the obligation to re-commence rent payments from 21<sup>st</sup> July. (NOTE – in the event, CuriosiTEA Rooms transferred £600 as a full month's rent first thing on 1<sup>st</sup> July 2021 – thus Bob didn't need to send an email! He did send an email thanking CuriosiTEA Rooms for the prompt payment, although pointing out that it should have been £200 for July 2021 as this was the proportion of rent required for the outstanding ten days of July; this should be corrected in the August Rent payment.)

**10.0 Proposed Open Day:**

- 10.1 Trustees all agreed that this should take place on 28<sup>th</sup> August 2021 – Carol to mention it in the forthcoming Ivinghoe Beacon report, also to submit something to the Parish News magazine published by the Church.
- 10.2 All Trustees offered to help on the day – to be based around a free Barbeque and soft drink refreshments; Sylvia noted that ex-Trustee Margaret Holliday would also be very pleased to help on the day – and Carol mentioned a village couple who might be very interested in helping out.
- 10.3 Arrangements to be finalised at a meeting to be held on 28<sup>th</sup> July 2021 at 2.30pm in the Hub here.

**11.0 Volunteers and Trustees:**

- 11.1 Carol reported that she had had a very encouraging exchange of emails and a couple of face-to-face discussions with a couple who have recently moved into the village, as to their burgeoning interest in joining in with the running of the Hub – also, she noted expressions of interest from six other people; she hopes to invite them all along to the Open-Day to further develop interest.
- 11.2 Carol and Bob announced that they would be stepping down from their Trustee Roles at the forthcoming AGM in September 2021 (offering some months perhaps of hand-over support to all other Trustees who will need to take part in sharing out of the practical tasks needed to run the Hub behind the scenes) as they are planning to move away from the village to be nearer to family (in Bristol and Wales), the move likely to take place in Spring/Summer of 2022; both expressed

their anxiety to provide good support in handing over the roles of Chair, Secretary, Treasurer, Bookings Clerk and occasional Handyman to whomsoever would be taking over at the AGM. Carol promised a Calendar of when tasks are due, a map of where certain physical tasks (e.g. meter reading) take place, and a 'Card-Box' of instructions (which could also be digital) to indicate Contacts and 'how-to' guidance to make tasks clearer from the start; she and Bob could usefully, during the hand-over period, 'shadow' whomsoever takes the individual tasks to help – adding that eight villagers have made some expression of interest to help – Carol felt that they be personally invited to the 'Open-Day'. Bob has already started to create a Diary and Activity Matrix which should prove helpful.

**12.0 Any Other Business – None raised.**

**13.0 Next Meeting:**

28<sup>th</sup> July 2021 at 2.30pm – Open-Day Planning Meeting

22<sup>nd</sup> September 2021 at 7.30pm – Annual General Meeting

Both meetings at the Hub.

