

TURVILLE NORTHEEND VILLAGE HALL

Minutes of Meeting of the Committee of Management 5th October 2019

Present

Trustees: Michael Wicks, David Cairns, Susie Phillips, David Faragher, Sarah Evans.

Other Attendees: Jenny Neagle, Clare Barrows, Susan Faragher.

1. Apologies

Sophie Chiappe, Ray Jones, Rob Oldershaw.

2. Minutes of Committee Meeting held on 20th October 2018

Approved by Chairman Mike Wicks (MW), subject to the addition of an additional apology for attendance from Cayla Twemlow.

3. Matters Arising

Northend Common Repairs

MW pointed out that the local donation of £500 which had been received to help with the restoration of the edges of the common had not yet been spent. A quote had been received to carry out full repair work in front of the Village Hall from Allen Landscaping (£2270 plus VAT) which exceeded the donation.

It was decided to seek further quotes up to the value of the donation to tidy up the area of the common in front of the Village Hall.

4. Financial Report

Jenny Neagle (JN), who has taken over the role of Treasurer, presented the accounts for the period from 1st April 2019 to date 31. JN pointed out that she had put the accounts into an A4 format, had slightly modified some of the receipt and payment categories and had only included the previous year's expenditure in the summary sheet.

There had been a healthy income over the last 6 months, due mainly to the hiring of the hall for 4 days in July for the filming of an episode of

Midsomer Murders. Income for the year was £10,184. 49 and expenditure was £1,678. 99. The funds as at 26th September 2019 were £25,567. 90.

The following points were also highlighted

- Charles Hoare Nairne had contributed £1000 from his charity and he had been thanked by the Chairman for his donation.
- The 20% discretionary part of the rates relief had expired and an application to recover the amount (£108. 36p) had been made. With the current changes being made to the administrative bodies of Buckinghamshire the discretionary rates relief will change again next year.
- The annual insurance premium of approximately £600 is not yet due.
- There was no expenditure on marketing.
- Electricity bills had previously been based on estimates. A one year contract had now been put in place and a small refund obtained.
- Castle Water (which took over business supplies from Thames Water) were continuing to supply water. It was not known whether the village hall supply was metered and this will be checked.

JN requested that the treasurer@thevillagehall.co.uk e-mail address should be used for all communications with her in relation to her role as Treasurer.

5. Bookings and Lettings.

Susie Phillips (SP) reported that general bookings were continuing as usual. There were still pilates, yoga (with a new teacher) and table tennis sessions; however, the ladies therapy group had moved. There were a few more childrens' parties. SP said she would like to attract more weddings. The charging rates were considered to be competitive in comparison to similar venues.

MW thanked SP for her valued work as Bookings Manager and noted that David and Susan Faragher (DF & SF) would be taking over responsibility in the spring, although SP would continue to provide some assistance.

6. Maintenance; Current and Future

MW reported that the following maintenance work had been carried out:

- New flooring in the kitchen had been completed
- A new water heater had been provided (£189 including labour)
- The electrical problems caused by a damp fuse box and faulty earthing had been carried out.
- A programmer had been installed which allowed more flexibility for the heating.
- Weeding and hedge cutting had been carried out and 3 new planters had been provided in front of the hall.
- New crockery and cutlery are to be provided out of petty cash.
- There are no plans to replace chairs at the moment although one or two tables may need replacing.

It was pointed out by SP that the curtain in front of the large end window has been ripped and needs to be replaced or done away with altogether. It was decided to obtain quotes for a replacement.

MW also reported that a quote had been obtained from Henley Glazing Company to provide removable secondary glazing to the bottom part of the large end window in the main hall and to the small window in the entrance. The quote was for £835 plus VAT and the work has been scheduled for Wednesday 23rd October 2019.

7. Marketing

Clare Barrows (CB) is to take over marketing responsibilities from Sophie Chiappe (SC) and will look at potential marketing opportunities. Some potential marketing ideas were discussed, wider distribution of leaflets, advertising in Watlington (car park notice board and charity shop), advertising at Henley Wedding Fayre.

SP would like to organise a display of photographs of the filming of the episode of Midsomer Murders in the village hall and also to publicise it locally when the date on which the episode is to be aired is known.

8. Community Events

Sarah Evans (SE) confirmed that the Parish Christmas Party at the Village Hall would be held on Sunday 15th December 2019 from 12.00 until 14.00.

SE reported that leaflets would be put up in bus shelters etc. nearer the time. It was also suggested that it should be publicised in the Hambleden Valley Magazine and via the Turville net.

After discussion it was decided to keep the same general format for the event as in previous years (people to bring their own drinks and nibbles) but a welcome glass of sparkling wine would be provided out of village hall funds (to be organised by MW).

SE reported that the annual rounders match against Turville had been postponed because of bad weather. The date of next year's match was discussed, it would be timed to avoid the Henley Show, possibly earlier.

9. Management Committee Vacancies

As partly referred to in previous items:

JN has taken over the role of Treasurer from Rob Oldershaw (RO), but does not wish to be a Trustee.

CB has taken over the responsibility for Marketing from SC, but does not wish to be a Trustee.

DF & SF will be taking over the role of Booking Manager from SP in March/April 2020. SF does not wish to be a Trustee.

DF has also taken responsibility for the village hall web site, though RO will retain maintenance rights.

10. Any Other Business

There was none.

11. Date of next Meeting

Saturday 14th March 2020 at 10.30 am.