

DRAFT
TURVILLE NORTHEEND VILLAGE HALL

Minutes of Meeting of the Committee of Management
14th March 2020

Present

Trustees: Michael Wicks, David Cairns, David Faragher, Sarah Evans, Jenny Neagle.

Other Attendees: Cally Oldershaw, Susan Faragher.

1. Apologies

Susie Phillips, Ray Jones, Rob Oldershaw, Clare Barrows, Carolyn Wyndham.

2. Minutes of Committee Meeting held on 5th October 2019

The minutes were approved.

3. Matters Arising

Northend Common Repairs

No quotations had yet been obtained to tidy up the area of the common in front of the Village Hall which was to be paid for with the local donation of £500 to help with the restoration of the edges of the common. However, Cally Oldershaw (CO), a local resident put forward a scheme which she had put together with the help of local architect, Andy Nichols and which she had discussed with local residents bordering the common. The scheme was to purchase 2 types of gravel, soil and grass seed costing £1200 which would then be laid at the edges of both sides of the common by a working party of local residents. Once the works had been carried out they would be protected and further parking “marshalled” by strategically placed logs. The proposal had received the consent of Charles Hoare Nairne, the owner of the common. CO proposed that the £500 donation should be put towards the cost of the materials for these works and she also asked the Committee to contribute a further £350 on the understanding that the Turville Parish Council had already agreed to make a contribution of £350.

It was agreed to make the £500 donation available for these works and to make a further donation of £350 to the works in so far as they related to the area(s) used for parking by users of the Village Hall. Jenny Neagle (JN) was authorised to make these payments to the appropriate person or persons in the most VAT efficient manner.

4. Financial Report

JN presented the accounts for the period from 1st April 2019 up to 8th March 2020.

There is currently a healthy balance of £23,980.90 although the figure for the full year will only be known once any final payments or receipts are known. (There will be a payment from the table tennis club of £336 [post meeting note: it will now be £308 following suspension of sessions due to the Corona virus]). The healthy balance is due mainly to the hiring of the hall for 4 days in July for the filming of an episode of Midsomer Murders, there was also a slightly higher income from the nursery school and a £1000 donation from Charles Hoare Nairne's charity.

Of the payments, the "Direct hire costs" of £250 related to preparations for the hire of the Hall by the Nursery, the "Maintenance" of £319.04 related to fire extinguishers and the emptying of the septic tank and "Repairs & Renewals" of £256.99 related to electrical works. The Utilities figure represents re-negotiated contracts for electricity and water, which so far are showing some savings. The insurance premium has risen slightly to £667.19. The expenditure on "Additions & Improvements" related to the removable secondary glazing that was installed to the bottom part of the large end window in the main hall and to the small window in the entrance.

JN also reported that the Village Hall charity would have to file accounts this year as, for the first time in some years, income had exceeded £10,000. JN also suggested that it would be a good idea to include some wording in the accounts explaining the Trustees' decision to maintain a high level of reserves, given that Wycombe District Council had decided not to refund the 20% discretionary part of the Business rates relief (£108.36p) because of the high level of reserves.

5. Bookings and Lettings.

MW presented the Bookings report which had been prepared by Susie Phillips (SP). General bookings were generally in line with previous years. There were still pilates, yoga and table tennis sessions. In 2019 there were a few more childrens' parties and the hiring of the hall for filming.

6. Maintenance; Current and Future

MW made the following report:

- Removable secondary glazing had now been installed to the bottom part of the large end window in the main hall and to the small window in the entrance.
- Curtain fabric had been ordered for curtains for the large end window in the hall. It will have to be treated to make it fireproof before being made into curtains.
- A cleaner has been retained to clean the hall once a month following a request from the Pilates teacher and in the light of the current outbreak of the Corona virus.
- The hedge will need trimming.
- The leak from the bell tower needs to be investigated.
- It might be useful to install a key safe outside the building.

After discussion it was decided that a notice should be put up in the Hall about the Corona virus, cleanliness and hand washing and it was noted that the availability of soap and paper towels in the hall should be checked.

MW also reported that the handyman that usually carries out minor work at the Hall would not be available for the next 6 months and asked for suggestions for alternative handymen.

7. Marketing

Clare Barrows (CB) provided the following information in an e-mail:

Village Hall leaflets were now on display in Watlington car park

CB had updated the MyWycombe contact details
3rd party web sites -

- CB has added a new one – My Community Space which links back to the new (behind the scenes) email account CB has set up to make updating web sites easier in the future; as all historic ones are linked to other peoples' emails which makes them very difficult to update (see below) The new email account is set up so that it auto-forwards correspondence to whoever is doing bookings.
- The 2 existing sites Venues4hire and hallshire. CB is still struggling to obtain access to edit these sites. (CB has tried the change of email process on them but it is very slow and CB thinks the editor of these sites only looks at them maybe once every 3 months or more). CB will continue to try but at least the sites have the Hall website on them for now.
- The Village Hall photo competition and a reminder about the Hall has been published on the Turville email account. CB will publicise a few more things this way in the future as it's probably better than Facebook for local residents.

Village Hall's web site - SP has kindly sourced a couple of glowing Hall user reviews which CB e-mailed to DF to add to the website. (DF reported that he had added them in the "Facilities" section of the website for the time being).

CB knows a few local party/event organisers and has left a few leaflets with them.

Going forward, CB intends to create an A4 publicity sheet and contact film companies and wedding organisers etc.

8. Community Events

MW reported that the Lent lunch would be held on 4th April 2020. The Northend Lights Wine Bar had booked the hall for 5 "pop-up" wine bar evenings throughout the year, the first of which was held on 31st January 2020.

It is hoped that the annual rounders match between Northend and Turville will be held during the summer and the annual Christmas Party will be organised.

9. Management Committee Vacancies/Changes

JN & CB have settled into their roles of Treasurer and person responsible for Marketing respectively.

DF & Susan Faragher will be taking over the role of Booking Manager from SP with effect from this meeting. MW thanked SP for her valued work as Bookings Manager over the last five years.

DF reported that Ray Jones had informed him that the Hambledon District Royal British Legion that had nominated him as a representative of the Village Hall Management Committee was being wound up and so he would have to resign as a member of the committee.

MW also reported that he would have to retire as the Chairman of the Committee at the next meeting in October and requested suggestions for who should take on the role.

10.Trustees

There was a discussion about who the current Trustees were and whether there were people registered as Trustees with the Charity Commission who no longer occupied that position. It was agreed that this information should be checked and any amendments or corrections made.

11.Any Other Business

There was none.

12.Date of next Meeting

Saturday 3rd October 2020 at 10.30 am.