

TURVILLE NORTHEEND VILLAGE HALL

Draft/Minutes of the Meeting of the Committee of Management held at the Village Hall on Monday 27th March 2023

Present

Trustees: Sarah Evans, David Faragher.

Other volunteers: Susan Faragher, Matthew Dawson, Clare Barrows.

Other residents: Graham & Cayla Twemlow, Carolyn Wyndham, Phillip Cashian, Robert Berry.

1. Apologies for absence

Susie Phillips, Pam Jones, Peter & Glynis Langford, Mark Morton.

2. Resignation of Chairman and Update on Trustee and Management Committee

Sarah Evans (SE) had agreed to Chair the meeting and opened by expressing the Committee's condolences for the recent deaths of three local residents James McConville, Margaret Drage and Colin Malcolmson all of whom had been involved with the running of the Village Hall. The Committee wished to express its gratitude for the efforts and contributions they had each made over the years.

SE also thanked David Cairns, who resigned as Chairman at the AGM held on 11th October 2022, for his efforts and contributions to the Village Hall during his multiple periods as Chairman.

It was reported that the Committee was currently looking for somebody to take on the role of Chairman as well as somebody to take responsibility for the maintenance of the Village Hall. The number of elected Trustees had also dropped over recent times and it would be good if the number could be increased again and there was a discussion about what steps had been taken to identify suitable people and how these vacancies could be filled.

It was agreed that David Faragher and Clare Barrows (CB) would discuss how best to publicise these vacancies.

3. Minutes of the Management Committee Meeting held on 11th October 2022

The minutes were approved.

4. Financial Report for the period from 1st April 2022

Matthew Dawson (MD) had circulated a copy of the Financial Report for the current year from 1st April 2022 and gave a short presentation of the main points.

The income for the year (11,313.27) exceeded expenditure (11,223.44) so there is a profit of about £100 so far. Income is about £5000 more than last year's (£6507.09) which is due mainly to £4,500 from the Burning Girls filming in the Village (hire fees, a donation to the Hall as requested by Charles Hoare Nairne and a £500 donation in lieu of a wine and cheese party for local residents).

Overall the Hall is in a healthy financial position as it holds funds of £35,802.10. However, it is important to keep income up to ensure this situation continues.

MD also issued an amended Income & Expenditure page for the Financial Report to apportion income more accurately (£3000 was moved from Social and General income category to the Films income category).

CB pointed out that the Marketing and Advertising expenditure of £755 should be £240 and £515 should be shown as Wreath Making Workshop expenditure and this correction will be made.

5. Marketing

There was a discussion about various ways that the Village Hall could be promoted as a venue for events.

- Events are publicised on the Turville WhatsApp group. It was pointed out that not all residents are on that group, though they are on e-mail. CB said that she also uses the Turville Facebook page to place notices and events and that she is looking to set up a site for the Hall which can be used to send reminders of its availability for hire to other local Facebook networks, e.g. Henley and Watlington. The Hall does not maintain lists of e-mail addresses of residents as this would entail regulatory obligations which are considered to be too onerous. The Parish Council is willing to circulate e-mail notifications about the Village Hall, if necessary.
- It was suggested that advertisements could be displayed in the Turville Nursery. CB explained that there was a notice in the Nursery in Turville, but a better A3 one could be produced, although parents rarely go into the Nursery itself these days. CB said that she could speak to the owner of the Nursery about handing out Village Hall leaflets to parents, though funds would need to be made available to have the leaflets printed.
- It was also suggested that a better form of notice board could be displayed outside the Hall, perhaps not permanently but from time to time, such as during the Nursery hire and the pros and cons of the type of board and the best positioning of it were discussed. CB said she could look into this, again subject to funds being made available.
- At the last meeting the possibility of displaying a for hire banner on the Village Hall was discussed, but on reflection, this was considered probably not to be the best option.
- It was suggested that publicity notices could be displayed at the top of Northend Road near to the Christmas Common junction. CB said that this could be looked into.
- In response to suggestions, CB said that she would look into having the Village Hall included in the venues for the Oxfordshire Art Week, though this would have to be for next year.
- A suggestion was made that having a projector and screen and possibly black out curtains would make the Hall more attractive to those wishing to make presentations, such as the WEA. It was explained that this had been discussed by the Committee in the past, along with the possibility of having wifi installed at the Hall. However, there was a reluctance to incur the expenditure without having sufficient firm bookings to justify it. Perhaps the reducing cost of such equipment could make it more feasible.
- CB also added that she had now added the Village Hall's details to the Bucks film site.

CB said that she could (with the help of her daughter) organise a short questionnaire for local residents in order to obtain their views about what events they would like to have at the Village Hall, whether anybody would be willing to organise events, to spread the word that it's a great place to run classes and find out if anybody knows of any exercise classes that are looking for a new venue. The questionnaire could be circulated via the Turville WhatsApp group and or the Facebook networks.

CB also explained in relation to art and craft events at the Hall that it was more profitable for the Hall for such events to be organised by or on behalf of the Committee. However, this was also a lot more time consuming and also meant that the Committee would have to bear the financial risks of such events.

6. Bookings and Lettings

Susan Faragher reported that currently the Hall has one regular booking, which is the table tennis on Thursday evenings.

Since the last meeting on 11th October there was another concert organised by Northend Concerts (Phil Cashian) on Sunday 30th October. This time it was a Cello recital.

In November the Hall was hired by the Burning Girls production team who had returned to the village to carry out more filming, for use as a green room for 2 days (14th and 18th).

In December there were 3 bookings, the Village Hall drinks (and Wild Church) on the 11th, a wreath making class on the 12th (which proved popular) and the Turville Nursery Christmas Party on the 16th.

This year, there was a Northend Lights drinks evening on Friday 27th January and a Parish Council meeting on the 30th. There have also been 5 birthday parties so far this year.

Amanda Bucknill hired the Hall at the beginning of March for a pottery workshop which proved to be popular.

Unfortunately, a proposed Mothers Day bouquet making workshop planned for Saturday 18th March by Babylon Flowers, who had put on the Christmas wreath making class had to be cancelled as there wasn't sufficient interest.

Going forward, the Hall has been booked for Wednesday evening (29th March) by the Chiltern Society for a presentation at which they will explain their plans for Northend Common following their recent acquisition of it from Charles Hoare Nairne.

There will be another Northend Concerts recital on Sunday 16th April and another art day on Thursday 30th April is being planned by Amanda Bucknill, who will also be arranging a Coronation Cocktail evening on Friday 5th May.

The Turville Nursery intend to hire the Hall this summer from 21st July until the 25th or 26th August

Cleaners

SF reported that she had been liaising with Susie Phillips to try to find a cleaner for the Hall as the cleaner we were using has now moved away from the area. Susie has obtained a quote from a cleaning company for a monthly clean and we are proposing to have a 3 month trial period with them.

7. Maintenance: Current and Future

a. Roof – Update on roof repairs

DF gave a short summary of the repairs that had been carried out to the roof by Attley's last year using part of the £10,000 Covid grant received by the Hall. (Damp on the flat roof over the toilets in the 1990s extension (as there is no ventilation), leaks through the bell tower which does not have a damp course, leaks in the central gulley running between the two parallel roofs). Attley's had since been back to make a temporary repair to a large damp patch which subsequently appeared in the corner of the meeting room at the back of the Hall on the side where it adjoins the neighbouring property and will be coming back to carry out a permanent repair.

The brickwork of the bell tower had been resealed and the flashing was found to be adequate, though there has been some evidence that the bell tower is still leaking. Cayla Twemlow (CT) suggested that this might have something to do with the re-routing of the bell rope.

DF also read out the conclusions from a short report on the roof written by the outgoing Chairman, David Cairns, the gist of which were that the design of the roof is complex and maintenance unfriendly. Significant simplifications would be expensive and in the case of the bell tower, controversial. Trustees, with appropriate expert help, will probably need to continue to focus on:

- the uncertain rainwater drainage routes;
- rainwater that falls onto the Old Schoolhouse roof and drains onto the Village Hall Roof;
- the vulnerability of the flat valley to damage and faults;
- the tendency of the flat roof over the 1999 extension to hold water;
- (for all these issues) the likelihood and effect of more frequent and heavier rainfall.

b. Heating and other electrical installation and electricity supply

i) Electrics and Radiators

Contact had been made with a firm to inspect the Hall's electrics and radiators and an initial inspection had been carried out. Although, discussions with the firm had stalled, so they will need to be re-contacted. However, somebody has reattached the loose radiators to the walls, though it is not known who did the work.

ii) Water heater in the kitchen

David Faragher (DF) reported that the water heater in the kitchen had not yet been replaced as it had not been required very often and had continued working since it was last fixed at the end of last summer. However, it will need replacing before the Nursery hire the Hall in the summer.

c. Smell in the Hall from time to time

DF reported that over the last few months an unpleasant smell had been noticed from time to time, though it was not permanently there. In reply to a question he confirmed that the septic tank had been emptied towards the end of last summer. It was felt by some present that the smell may well have been there for longer than just the last few months. It will need to be monitored.

d. Decoration

The Hall decoration could do with freshening up, but it would be better to wait until the problem with the leaks from the roof has been resolved. CT offered to contact the person who last decorated the Hall in order to ascertain an estimated cost for the redecoration work

e. Gardening

It was reported that finding a gardener to carry out the regular maintenance around the Hall area was still proving to be difficult. Any work carried out at the moment is by Committee Members, or local residents, but not in a coordinated fashion.

8. Community Events

a. Coronation

The possibility of organising an event for the weekend of the Coronation was discussed. However, the general feeling was that the Coronation had not captured the public's attention in the same way as the Queen's Platinum Jubilee last year, so the Hall would not be organising any formal event for that weekend. Although the cocktail party is already in the diary for the Friday evening.

b. Filming – Contribution to funds in lieu of Wine & Cheese Party

The film production company for the Burning Girls had made a £500 donation to the Village Hall in lieu of holding a wine and cheese party for local residents who were affected by the filming in the village last year. The money was not spent at Christmas and so is available for a suitable community event.

9. Recruitment of Trustees and Volunteers

As mentioned in the second item the Hall is always on the lookout for Volunteers to help with the running of the Hall in any capacity.

Phil Cashian came forward and offered to act as a Trustee and Carolyn Wyndham offered to help with the delivery of leaflets or similar tasks.

10. Any Other Business

Cayla Twemlow asked if the donation from the film production company could be used to support the concerts that are organised by Northend Concerts. However, it was explained that the Hall's constitution did not allow funds to be spent on anything except expenditure in connection with the Hall itself.

11. Date of next Meeting

It was decided to hold the next meeting and the AGM in October 2023, but the exact date is to be decided nearer the time.