

## **TURVILLE NORTHEND VILLAGE HALL**

### **Minutes of Meeting of the Committee of Management 3rd October 2020**

#### **Present**

**Trustees:** David Cairns, David Faragher and Ray Jones.

**Marketing manager:** Clare Barrows

**Other Residents :** Carolyn Wyndham.

(The meeting was held at the Village Hall and appropriate Covid-19 social distancing measures were implemented).

#### **1. Apologies**

Mike Wicks, Rob Oldershaw, Susie Phillips, and Amanda Bucknill (Trustees), Jenny Neagle (Treasurer) and Vicky Hollier, Wendy Duerden and Cayla Twemlow (Residents).

#### **2. Election of Chairman**

David Cairns (DC) was elected as Chairman to replace Mike Wicks who having served as Chairman for three years was obliged to resign under the Constitution. DC thanked MW for his work as Chairman over the past three years.

#### **3. Minutes of Committee Meeting held on 14<sup>th</sup> March 2020**

The minutes were approved.

#### **4. Matters Arising**

Any matters arising would be dealt with in the subsequent agenda items.

#### **5. Financial Report**

The 6 month interim accounts for the period from 1st April 2019 up to 30<sup>th</sup> September 2020 and some comments prepared by Jenny Neagle (JN) were presented. Income was £12,667, most of which came from the hiring of the Hall by the Turville School Trust during August (£2000) and a £10,000 grant from the Retail Hospitality and Leisure Grant Fund which JN applied for. The grant was available as part of the Covid-19 assistance

to business rate payers who provide leisure services within the Wycombe District Council area.

General expenditure was low as a result of a lack of activity due to Covid-19 and the summer month season; money spent related to part settlement of on-going common verge repairs and replacement curtains on the large window in the main part of the Hall. There is currently a healthy balance of £34,603 (including deposits held (£570) and funds designated for further verge repairs (£207)).

## **6. Bookings and Lettings**

Bookings were generally in line with previous years (with pilates, yoga and table tennis sessions) up until March. There was also a new event, a pop-up wine bar, which proved popular and which was going to be repeated throughout the year. However, during March the Covid-19 restrictions came into effect and since then most bookings have been cancelled. However, during August, the Turville School Trust hired the Hall to use as a base for day trips for children from Oxford.

## **7. Use of Grant received from Retail Hospitality and Leisure Grant Fund & 8. Maintenance; Current and Future, Northend Common Repairs**

There was a general discussion about how to use the grant from the Retail Hospitality and Leisure Grant Fund. The general view was that it should be spent to maintain and improve the Village Hall, which would also help the local economy. After discussion of various options, it was decided to look into:

- Replacing the heating and checking and upgrading the electrics;
- checking the roof and carrying out any necessary repairs; and
- checking the floor in the main part of the Hall and carrying out any possible refurbishing.

DC was authorised to identify suitable surveyors and/or contractors to carry out these works in consultation with Andy Nicholls and submit any proposals and funding requirements to the Management Committee.

## **9. Marketing**

Clare Barrows (CB) reported that:

- The details on all of the third party websites (except one) had been updated;
- the village hall website had been updated and testimonial details added;
- there had been a wide distribution of Village Hall leaflets and the Turville.net had been used for publicity;
- a wedding leaflet had been put together (as a result of a wedding reception enquiry) which can be developed further – perhaps with an emphasis on smaller receptions - and it could be made available as a download on the website and advertised on 3<sup>rd</sup> party websites;
- ways to publicise the Hall for use as a film set are to be looked into and the possibility of including links to films or TV programmes in which the Hall has appeared on the website was considered;
- ways to publicise the Hall for use by ramblers groups are also to be looked into.

It was agreed to maintain an advertisement for the Hall in the Hambleton Valley Group Magazine.

## **10. Community Events**

In the current climate it is not clear when it will be possible to organise community events, though there was support to do something at Christmas if it becomes possible. The possibility of organising a Christmas quiz via Zoom will be looked into.

## **11. Trustees, Management Committee Vacancies/Changes**

It was noted that the current Trustees were from the Northend and Turville Heath areas. It was considered desirable to include representation again from all areas of the parish and to find ways of attracting parish wide interest in the Village Hall and bringing it to the attention of new residents once Covid-19 restrictions are lifted or sufficiently relaxed.

David Faragher & Susan Faragher took over the role of Booking Manager from Susie Phillips and JN and CB had settled into their roles of Treasurer and Marketing Manager respectively.

**12. Revision of the Constitution**

It was agreed to review and update the Constitution with a view to simplifying it and updating the list of organisations which can nominate representative trustees to the Management Committee under Clause 6(3). The intention is to complete the review before next year's AGM.

**13. Any Other Business**

There was none.

**14. Date of next Meeting**

Saturday 6<sup>th</sup> March 2021 at 10.30 am.