

MINUTES OF THE MEETING

Turville Northend Village Hall Committee

Meeting held: Saturday 9th October 2004 10:45 am

Place: Northend Village Hall, Henley-on-Thames

Present:

James McConville,	Chair
Rob Oldershaw	Treasurer Elect
Mark Lund	
Mirja Robinson	Secretary
Amanda Hughes	Village Hall bookings Manager
Pamela Jones	
Alison Gowers	
Alistair Eykyn	

Margaret Drage	Parochial Parish Council
Colin Malcolmson	Turville Parish Council
Paul Griffiths	Turville Village Association
Michael Wicks	Turville Heath
Cayla Twemlow	Local Charities

In attendance;
Graham Twemlow
Steve Blake
Jo McConville

The meeting was opened by James McConville, the Chairman at 10:45 am.

1. Apologies

Apologies: Elaine Atkinson, Anthony Atkinson, Lady Joan Foxley Norris, Heidi Rober, David Redhouse.

2. Minutes of last meeting

Minutes of the previous meeting 14 June 2004 were read. PJ proposed approval, CT seconded. The minutes were unanimously approved.

3. Matters arising

The Chairman apologised for the lack of Village Hall representation at the last P.C. meeting. CM enquired about the level of use of the restored billiards table: usage will be reviewed in June 2006.

4. Election of officers

JM proposed Mark Lund as the next Chairman, Rob Oldershaw as the next Treasurer and Mirja Robinson as the Secretary. This proposal was seconded unanimously, and agreed.

The new Chairman Mark Lund then thanked JM, who now stepped down as the Chairman after two years in the role. ML continued as the Chair of the meeting.

5. Current Business

a. Forward bookings

AH, who has kindly taken on the role of the Bookings Manager of the Village Hall told the meeting that the bookings situation looks fairly good – a number of children's parties are planned, as well as Theatre in the Village (see below), Children's Christmas Party in December 2004, and a Barn Dance to take place in February 2005. (Subsequently changed to a Ceilidhe on 15 January 2005.)

b. Handovers – 3 licences, Charity Commission Returns

JMcC reminded the meeting that the theatre, entertainment and alcohol licences need to be renewed as necessary. He also pointed out the need to submit the statutory returns to the Charity Commission by January 2005 detailing the income for y/e March 2004, the purposes of the Charity, the personal details of all Trustees. ML will oversee that this will be done.

Action: ML

c. Finances

The Treasurer reported £14,000 in CAF account, with £100 in current account and £100 in petty cash. CM reported the purchases of a tea urn and a furniture moving trolley to aid moving of chairs.

With the new committee, JMcC and PJ will retire as cheque signatories. The committee approved the new cheque signatories: Mark Lund, Rob Oldershaw, and Amanda Hughes. Mandates will be sent to CAF.

Action: ML/RO/AH

d. Marketing – Advertising, new brochure

ML agreed to update the advertising and marketing details with new contact information, keeping the current logo.

Action: ML

e. Theatre in the Village –

A professional theatre group has been booked to the Village Hall on Friday 17th December. The hall can accommodate an audience of 70. Tickets will go on sale with three different price categories: adults, children, and concessions. Refreshments will be provided. Further details will be advertised. Coordinators of this event are Amanda Bucknill and Catherine Rogers

Action: AB/CR

f. Barn Dance (now Ceilidhe)

The Barn Dance has been proposed by Rev Malcolm McNaughton with the Parochial Church Council (PCC). The Millennium Commission has expressed a wish to arrange a celebration of the 5th anniversary of funding and supporting the refurbishment of the Village Hall but this is no longer the purpose.

Subsequently decided that the occasion should be a fundraiser for the Children of Ethiopia, a Charity supported by the Hambleden Valley Group of Churches. Tickets are available from Jo McConville and Sue Brice but volunteers are required to help organise the event.

Action: All

g. Painting and Decorating – Games Room (Committee Room)

CT informed the meeting that Paul Spittle, a Dulux approved decorator, who has done most of the painting and decorating work in the Village Hall, has given a quote for painting and decorating the Committee Room. After a discussion all unanimously agreed that the quote should be accepted and implemented to re-decorate the Committee Room. It was also discussed and approved that some exterior repointing work to be done under the ongoing maintenance programme.

Action: CT

h. Additional Storage facilities – shed, etc.

The issue of additional storage facility has arisen from the regular summer rental of the Village Hall to Turville Nursery, as the move requires all the furniture and kitchen contents to be stored away for that period. The nursery has expressed interest of returning next year. It was discussed that there are two possible solutions to this – first one is to get more storage on site and get a quote for a shed, second to get a quote from a professional movers company for storage. ML and RO agreed to undertake these two enquiries.

Action: ML/RO

i. Gate and fence at front –

The issue of gate and fence at the front of the Village Hall has also arisen from the regular summer rental to Turville Nursery. Nursery has always paid for the gate and fence at the front. ML proposed to get a quote for this, and this was unanimously agreed.

Action: ML

j. Garden maintenance –

Heidi Rober, who has brilliantly tended the gardens, has expressed her wish to withdraw from this duty. It was discussed that as the garden around the Village Hall needs regular low maintenance, a working party for general weeding etc would be organised. The volunteers for this work would be recruited by notices on the bus shelters as well as emails.

Action: ?

k. Security – bolts on back door, fire regulations

JMcC reminded the Committee that for insurance purposes all the doors secure locks and bolts. **The bolts on the rear doors are inadequate and must be replaced.**

Action:RO

l. Trellis at back

CT told the Committee that she had obtained a quote for trellis for back from Brian's. ML suggested that a quote be obtained for brick pillars and trellis matching the existing side wall.

Action: ML

m. Fund raising plaque

The Millennium Commission and Wycombe are the only organisations recognised as contributors to the fund-raising for the refurbishment.

Other organisations including the Parish Council and the Parochial Church Council together with over 50 local residents had contributed the major part of the funding which totalled in excess of £80,000. . It had been agreed in principle at an earlier meeting that these contributions should also be recognised on a suitable plaque without naming individuals.

n. Recover waste bins

It was reported to the meeting that the waste bins had been recovered.

6. Any Other Business

It was agreed that the Committee shall continue the past successful fundraising events. Garrick Steventon who organised the Race Night, which raised £900, has offered to arrange another similar event. GT organised the Antiques Road Show, and CM the Plant Sale, and MG who organised the Quiz Night all expressed their interest in arranging similar events in 2005.

It was also discussed that a regular class would help to bring in revenue. JMcC suggested approaching local hosteleries for support as before.

7. Dates of next AGM and Committee Meeting

Saturday, 5th February 2005 10 am was proposed as the date and time of the next Committee meeting.

Closing of the meeting

ML thanked everyone and closed the meeting at 11.30 am.