

## MINUTES OF THE MEETING

### Turville Northend Village Hall Committee Meeting

Time of the meeting: Saturday, 18<sup>th</sup> February, 2006 10:00 am to 10:50 am

Mark Lund	Chair
Rob Oldershaw	Treasurer
Colin Malcomson	Turville Parish Council
Cayla Twemlow	Committee Member
Amanda Hughes	Bookings Manager
Pamela Jones	Committee Member
Michael Wicks	Committee Member
Mirja Robinson	Secretary (co-opted)

Chair Mark Lund opened the meeting at 10 am.

#### 1. Apologies

Apologies: Margaret Drage, Alistair Eykyn, Lady Foxley Norris, Garrick Steventon

#### 2. Minutes of the last Committee Meeting

- The minutes of the previous Committee Meeting were circulated and amended as follows:
- 9. AOB – re: Floor surfacing – to be corrected to remove ‘CT will ask quotes for the work’.
- Otherwise the previous committee meeting minutes were approved.

#### 3. Matters arising – There were no matters arising

#### 4. Current Business Report

##### Village Hall Bookings - AH reported:

- Since the last meeting in October 2005 up until this meeting, among others the following events/bookings have taken place at the Village Hall: Princes Risborough Walking Group using the Hall as a base; Christening party; **RDA (? Unclear on tape) lunch**; a training day; Turville Cricket Club AGM; children’s Puppet Theatre, Northend children’s Christmas party; a meeting by a small charity called Creative Resources and Education who also sent a very nice thank you letter for the use of hall; two pilates classes which run regularly with an option of a third weekly pilates group starting. Also two different music groups for children: one day music & drama workshop during the Christmas holidays which was well supported so another one will follow at Easter. Also, Eureka, early years education group for 2-4 year olds have booked 10 sessions and may book further sessions. Regarding future bookings the situation looks very good: more children’s parties; Lent Lunch; Deanery Synod meeting.

- AH had compiled very interesting statistics on the Village Hall bookings from 8<sup>th</sup> February 2005 up to current date, and the **total number of days was 147 days bookings for a year – booking rate being 40%, which is fantastic. Everyone thanked Amanda for this report and her hard work towards these figures.**
- CM mentioned that Turville Nursery had changed ownership and RO mentioned that he has written to nursery to request a firm commitment for booking for the coming summer, to be received by end of March.
- AH mentioned that there was some interest to use the Hall as a location for a Co-Op advert but this did not happen. Good news was that there was a new Location Manager as a contact person for future potential filming work.
- ✓ **Chair reported:**
  - Fire safety check has been done and is now fully up to date.
  - JMcC is in the process of making arrangements to have a plaque in recognition of those who gave money for the Village Hall Millennium renovations, and we will get further details from him.

## 5. Financial Report

- ✓ Treasurer Rob **Oldershaw** had prepared accounts to year ended 31<sup>st</sup> March 2006, which were circulated (see copy attached). He pointed out that the 'Lettings Other' significantly higher than in other years, mainly as a result of the Pilates group, which is a good source of income. Other extra income came from the Election at the Hall. Nursery is the biggest single income source for the year, and the £450 of 'Other Income' includes sale of the billiards table.
  - At this point PJ mentioned that the new owners of the said billiards table are 'thrilled to bits' and table gets a lot of use.
- ✓ On 'Outgoings', RO reported that the biggest single items were the insurance, and 'Additions/Improvements' which is made up of items like new dishwasher to replace the old, broken one; and a new shed to house equipment.
- ✓ Overall, the balance of accounts is £15,503.78 compared to previous year's 13,700.50.
- ✓ ML thanked RO for this report and the beautifully done spreadsheets.
- ✓ AH pointed out that donations in 2003/2004 had been £698.64, and asked CT how this amount of donations was then achieved. CT explained that she used to do charity events in the Hall, and the use of electricity went under 'Donations', and it was also suggested that the billiards table donation would have been included in this sum.

## 6. Capital Expenditure

- ✓ It was discussed that the flower tubs would qualify as 'Capital Expenditure' and ML thanked CT for getting the fantastic looking flower tubs arranged.
- ✓ Another item under this category will be the new table in the Committee Room, which was sourced by CM with aid of CT and GT, and the cost of this item was £160.
- ✓ ML also pointed out that the new dishwasher and the new shed would go under the Capital Expenditure category.

- ✓ There was a discussion on need for a new fence in front of the Village Hall for the purposes of the nursery, and CT pointed out that the nursery always brought their own fence, so there may not be need to invest in a fence as it is not needed other times of the year.
- ✓ Re: Billiards table, ML explained that GT benchmarked what the going price for such items was on Ebay, and then it was advertised on Ebay as well as on local bus shelters. Buyers made an offer at full asking price and the table was sold. Two more queries came after the sale, and it was deemed that the table went at fair price.

## 7. MAINTENANCE

- ✓ **Weeds around paving slabs:** ML reported that the caretaker John Bradmore's duties now include also gardening, and this has been successful. AH mentioned that a **weed killer** called (*NAME unclear on tape?*) which is only toxic for six hours is being planned to use to get rid of the weeds between the paving slabs around the Village Hall. AH was also going to post warnings about this so that dog walkers etc would be aware. CT pointed out that previously organic measures had been used, and that weed killing would have to take place well before the nursery arrives. This topic was discussed at length.
- ✓ ML pointed out that John Bradmore has done a fantastic job in looking after the hall and maintenance.
- ✓ **Committee Room window frame:** ML reported that an airgun pellet had been found, and it appears to be the reason for the small hole in the windowpane. A quote from Matt Jenkins had been received for the repair of the window for £240, plus the cost of glazier (appr £60). It was decided that AH could go ahead with this quote.
- ✓ **Exterior wall repointing:** RO reported that a quote from Roger Saunders Builders and Decorators had been received for repointing with lime mortar £200. CT and PJ had been happy with Saunders' work in the past, and it was discussed that especially the northfacing wall quite badly needs repointing.
- ✓ **Wooden floor:** it was discussed that the floor needed resurfacing i.e. sanding and re-varnishing. CT reported that a previous Treasurer had mentioned that the floor cannot be re-sanded too many times, so it would be important to keep it in good condition. The last time the floor was surfaced was in 2001, and the cost then was around £350 for buffing and resealing. There was a long discussion about the merits of doing this type of work every four to five years, and it was decided that this needs to be done. PJ was going to ask Elaine which company did the floor last time. MR was going to call another flooring company to get comparison quotes. It was discussed that the work should be carried out sometime in the next couple of months, ideally before the nursery arrives.
- ✓ **Leak in the kitchen:** AH reported that there had been a frozen pipe in the kitchen causing a leak, which has now been repaired. Invoice has not yet been received.
- ✓ **Leak in the ladies toilet:** AH also reported that there had been a leak located from the ladies toilet, which has been temporarily repaired, and Roger Saunders will be asked to look at that when he comes.
- ✓ **Advertising cards:** CT asked if the Village Hall advertising cards have been updated with new contact details. ML agreed to handle this.

- ✓ **Website:** C Oldershaw is in the process of designing the website for the Village Hall, and ML agreed to email pictures of the Hall for completing the design.

**8. ANY OTHER BUSINESS**

- ✓ Cm asked if the Village Hall have a liability for VAT. RO explained that there is a letter from the Customs & Excise that we are not liable for VAT.
- ✓ PJ mentioned that she has kept all records of the fundraising from 1999, and asked if it would be safe to dispose of these documents after seven years have passed. CT pointed out that a list of donors – without sums – would be kept but otherwise it would be acceptable to shred the old documents as there is no need to keep them otherwise. This was agreed unanimously.
- ✓ For information: CM will coordinate the Garden sale which will take place 30<sup>th</sup> May.
- ✓ CT suggested a coffee morning or other type of get-together for new village residents as an idea to encourage new members for the Village Hall committee, however this could also fall under the Village Association functions.
- ✓ **Date of next meeting: 7<sup>th</sup> October 2006, after the AGM.**

**9. ML closed the meeting at 10.50 AM.**