

## MINUTES

### The Village Hall, Northend Committee Meeting

Saturday 23<sup>rd</sup> February 2008, 10:00 – 11:30

**Present:**

|                  |  |
|------------------|--|
| Helena Djurkovic | Chair                                      |
| Rob Oldershaw    | Treasurer                                  |
| Ashlyn Squizzoni | Bookings Manager                           |
| James McConville |  |
| Jo McConville    |  |
| Margaret Drage   | Parochial Church Council                   |
| Pamela Jones     |  |
| Cayla Twemlow    |  |
| Colin Malcolmson |  |
| Steve Blake      | Chairman of the Village Association        |
| Andy Nichols     |  |
| Micheal Wicks    | Turville Parish Council                    |
| Mary Laurie      |  |
| David Cairns     |  |
| Cally Oldershaw  | (Stand in for Amanda Bucknill – Secretary) |

**1. Apologies**

Amanda Bucknill

**2. Minutes of last meeting**

The minutes of the previous meeting were approved. A request was made to correct some of the incorrect spelling of people's names before the minutes are published.

**3. Matters arising**

None. Quotes for building work to be discussed in Current Business.

**4. Current Business**

**Marketing Report**

Subcommittee of JM, AS, HD have met to discuss redesign of the Village Hall Brochure. Thanks were offered to GT and CT for putting together the new brochure. New notices have been put up and a new full page advertisement placed in the Parish Magazine. Although discussed previously an ad has not, as yet, been placed in the Watlington Times.

CM suggested another notice to be put on the notice board in Watlington car park  
*[Action: CT agreed find out how to get a single page advert placed in the Car Park notice board].*

JM wished to follow up the placing of an ad in the Watlington Times explaining that it was a good form of advertising, having a wide readership. Currently no other village hall is advertised in the Watlington Times. He mentioned that charities can get a 50% reduction in cost. Also a 6 month rather than a 12 month trial should not be too expensive. Advantage should be taken of the editorial section which could be used in a promotional capacity. HD suggested that if costs can be kept below £50 then an ad should be placed. *[Action: JM to confirm cost and follow up]*

### **Maintenance Report**

CT reported that the floor in the main hall has been re-varnished. There was no charge for the work as a technical fault had been identified with the original coating which was applied last year. The present work should last for another 5 years.

CT reported that John Hawes, who carried out the original refurbishment work, has made some urgently needed repairs on missing and broken roof slates and lead flashings; he has re-pointed ridge tiles; made repairs to the flat roof over the passage way to the toilets; treated the bell tower with an impervious sealer; repaired, treated with pva and re-plastered an area of damage in the kitchen caused by a flood some time ago and replaced the decayed 'drip bar' above the rear door. He also sealed off the existing bell rope aperture, re-routed the bell rope externally, eliminating seepage onto the floor by the stage. The archway over the stage will take a few months to dry out and cannot be decorated until then. Overall cost: £907 including vat.

The external light switch timer is still not working but the decision was made that this does not prove to be a major problem and therefore does not warrant the cost of being fixed.

### **Bookings Report**

#### **Current bookings:**

Weekly table tennis and pilates; Jo Chance's Garden Design Day; Anna Eykyn's 'Crackers' children's workshop (1 week); St. Andrew's Church picnic; Turville Village Nursery (5 weeks – confirmed by SB from Friday 25<sup>th</sup> July); private parties and christenings also booked.

#### **Potential bookings:**

DC mentioned that there had been discussions at the last Cricket Club Committee Meeting that, since the loss of the White Hart pub, the club had become rather remote within the community and would like to initiate an event at the village hall, e.g. a quiz night, or other social event which would encourage community spirit and re-establish connection with the cricket club.

JM made suggestions for other regular bookings such as dance and bridge events. JM proposed arranging a first aid course, similar to a previous such event. This would be for all ages; a 5 hour course; with attendance certificate; @ approximately

£25 per head. The event could be advertised through the Watlington Times, and the Nuggets Newsletter. This would not be a fundraising but a community service.

*[Action: JM to arrange]*

### **Treasurers Report**

RO gave a summary of the current status of the accounts for the year 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2008. The main highlights being:

- Income for overall lettings were comparable with prior years
- The main income earners were the regular lettings of pilates, table tennis and the Turville Village Nursery in the summer
- The main annual outgoing was the cost of the village hall insurance which had just been renewed for another year at a cost of £915
- There had been a general rise in utility bills – but very much in line with current inflation of energy prices
- There had been no major capital expenditure – unlike recent years where such things as a new dish washer had been purchased

RO pointed out that 15% of the village hall income was derived from capital reserves which were held in a CAF bank interest bearing account. Whilst the village hall had a balance in this account of some £14,000 the effect of any major capital projects on the resultant reduction in interest due to a reduction in these reserves will need to be considered in the round.

CM raised the subject of insurance and whether ‘shopping around’ might reduce the premium which, at ~£900, seems quite high. RO explained that four years ago the insurance was ‘shopped around for’ and the policy which was selected was at a competitive price but there was a tie in clause for a set period. This clause has most probably passed and when this year’s insurance is up for renewal it would be worth looking at alternatives. *[Action: RO to compare premiums with other insurance companies next year when policy is up for renewal]*

### **Planned Building Work**

CT provided quotes for internal and external building work for the selection and approval by the committee. CT highlighted that the external windows were in particular need of particular attention.

Paul Spittle (Dulux approved) quoted £770 for the interior hall and £260 for the cloakroom, excluding materials which was estimated at £150. His quote for the exterior decoration was for £920 + materials estimated at £100. Use of Polyvine on the interior walls, a specialist paint product which gives a wipeable and more durable finish, would add ~£200 to the cost. No VAT charge. John Hawes quoted for the exterior only at a much dearer £3,475 + vat.

Paul Spittle could carry out the work in April/May (booked events depending). Interior could be scheduled after the nursery booking in August.

CM questioned whether the interior was really in need of decoration and the general feeling was that the original decoration and occasional patching had endured well and that the expense was not justified at this stage.

JM had independently got another quote for the exterior work coming to a total of ~£950, which was therefore comparable to Paul Spittle's quote. However CT explained she would rather use a contractor she knew and trusted personally seeing as she would be managing the work, although would be happy to get an additional quote herself for comparison, although possible from an alternative contractor. JM's contractor, having quoted a good price, could possibly be contacted again next year in regards to the internal decoration.

AS thanked CT, on behalf of all the trustees and committee members, for all her efforts towards the maintenance and upkeep of the hall and felt that CT, having the responsibility of hall's maintenance, should be able to make the choice of which local contractors she should use seeing as the quote from Paul Spittle and the one obtained by JM were comparable.

HD confirmed the decision to go ahead with Paul Spittle's quote for the exterior of the hall [*Action: CT to manage the oversight of all associated works*]. Decoration of the interior should be revisited at the AGM.

### **Outside Improvements**

AN presented quotes for outside improvement work for which the subcommittee (AS, AB, JM, CM) had met on previous occasions to scope. The main work covered in the quotes included:

- Hall frontage - a line of granite setts at the front of the hall
- Back and side of hall - a 1.2m fence at the back of the hall on top of the wall and round to the point where the wall turns back to the boundary hedge.
- A new "Village Hall" sign on the front of the hall which is easily visible from across the common.

AN invited quotations from two reliable sources: John Hawes the builder who undertook the original refurbishment, and Danny Gill, general gardener and handyman who has worked for members of the team. His recommendation was to use both contractors Danny Gill to undertake the fencing together (~£1900) and John Hawes to undertake the work at the front of the hall (~£1100). These quotes do not include the work required to turn the garden into low maintenance condition however Danny Gill would be available to carry out this work. Plans and planting costs are estimated at ~£200.

JM confirmed that access to the Vaughn's land would not be necessary in carrying out the fencing although as a matter of courtesy they should be informed that the work is going to take place. [*Action: PJ to communicate plans to the Vaughn's*].

There was general support for carrying out the outside improvements and for the spend to be approved.

HD made the point that, if in excess of £3500 was to be spent on outside improvements, the investment would not be recouped and therefore should there be some additional fundraising to support the expenditure?

RO confirmed that there were sufficient funds to cover these costs so fundraising was not an absolute necessity. He re-iterated his earlier point that the revenue from the capital reserves was about 15% of the hall's income which means that a capital expenditure of this size would reduce the income. But, despite this, based on the income of the past few years the hall would continue to make a modest profit.

SB said that the Village Association would be able to raise funds for the village hall and would look into the possibility of organizing a summer event.

MW said that a Parish event might also be able to raise funds for the hall.

SB asked whether the committee was open to the idea of the village hall being registered for filming opportunities on websites such as "Lavish Locations" and "Film London". There were no objections. *[Action: SB to look into registration].*

### **Village Hall Plaque**

JM proposed engraving of a plaque showing those who contributed (collectively) to the village hall refurbishment project. At present the only contributions shown are those of the Millennium Commission and Wycombe District which amounted to less than 50% of the total.

MW commented on the range of names given to the hall. Turville Village Hall Northend; The Village Hall Northend; The Northend Village Hall; Northend Turville Village Hall and asked what the correct term was. From a marketing point of view and in light of the brochures recently published AS said The Village Hall, Northend should be the term used.

Questions were raised as to the expense of the plaque and whether it was actually required. A compromise suggestion from DH was that a framed calligraphic script could be put in the entrance of the hall, if cost could be kept below £50. *[Action: JM to circulate draft for approval].*

## **5. Any other business**

### **Fire Regulations**

MW, as Parish Council Clerk, had received an email from the Buckinghamshire & Milton Keynes Fire & Rescue Service who are about to contact all the village halls within the county to make them aware of recent changes in Fire Safety legislation. This will highlight the introduction of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1<sup>st</sup> October 2006; and, more importantly, inform village halls that the persons responsible for the premises now have specific legal requirements which they are required to comply with. A copy of the email was passed to RO. *[Action: RO to research the implications of any change in legislation and report back at the AGM if any action was required].*

### **Charitable Donations**

MW asked the committee whether the village hall received regular donations from Lord Sainsbury. Turville Parish Council have been contacted by the Sainsbury foundation in relation to an annual £2000 charitable donation. RO confirmed that the village hall did not receive and such donation – although it would be very welcome. JM mentioned that there used to be a donation to the Parish Church funds but was not certain if this was still the case. *[Action: MD to check if Turville PCC is in receipt of this donation and to make enquiries about the other £2,000 donation].*

### **6. Meeting closure**

HD thanked everyone for coming to the meeting and closed the meeting.

The date of the next meeting was confirmed as October 4<sup>th</sup>, 2008