

TURVILLE NORTHEEND VILLAGE HALL

Meeting of the Committee of Management on 9th October 2011

Present

David Cairns – Chairman

Stephen Bucknill – Secretary

Rob Oldershaw – Treasurer

Colin Malcolmson, Mike Wicks, Steve Blake, Ray Jones, James McConville, Margaret Drage, Jo McConville, Veronica Ramsay, James Hill, Cindy Hill, Ken Morrison, Rosie Morrison, Cayla Twemlow, Pam James

1. Apologies

Gary Steventon, Jeremy Mais and Pippa Wels

2. Minutes of meeting held on the 22nd June 2011

Approved

3. Matters arising not covered elsewhere on the agenda

None

4. Appointments

- (a) Michael Wicks was appointed Chairman
- (b) Stephen Bucknill was appointed Secretary
- (c) Rob Oldershaw was appointed Treasurer
- (d) Pippa Wels was appointed Booking Secretary

Michael Wicks then took over Chair and thanked to David Cairns for his considerable contribution during the past two years and in particular for his work on the updating of the Constitution

5. Financial Report

There was nothing to report

6. Buildings, Boundary walls and related maintenance

- (a) **Scar on kitchen top.** The School acknowledged responsibility and the repairs were in hand
- (b) **Damp in the kitchen** – this was still a big issue, Cayla had first mentioned it. Rob Squizzoni had carried out a detailed report which was considered by the Trustees approximately twelve months ago. One option had been to dig up the whole kitchen area which was very expensive, the recommendation was to ‘manage it’ eg. by leaving on trace heating etc. A specialist had had a look at it during the summer and had confirmed that we should do something and suggested we got a builder to look at

it. Cayla Twemlow pointed out that the back door had become decayed and thought that the damp should have been dealt with some time ago. The Chairman agreed that we should get a builder in urgently. John Hawes was the builder and the Chairman would contact him to get an estimate.

David Cairns was working slowly and carefully with the neighbours regarding the pointing on the back wall.

7. **Gardens hedges and related maintenance**

Colin Malcolmson reported that the paving had been completed before the wedding but some weeds were growing back. It was agreed that Colin Malcolmson would speak to Adam Clissold to have the weeds sprayed now before they took hold.

It was also agreed that Steve Blake would ask Chris Richards to carry out regular garden maintenance, including the cutting of the hedges, if Colin Malcolmson could provide a schedule setting out what needed to be done.

8. **Bookings**

These were up a little compared to 2010. In addition to the usual parties there had been the Garsington Workshop and the election. We also had the Halloween Disco coming up as well as the Cricket Club AGM, Theatre in the Villages and next year there was the Jubilee Party. Unfortunately we had lost Crackers, Pilates and Ashlyn's Drama classes.

The issue of rates charges to hirers of the hall was raised. These were based on the 2005 AGM and in 2007 the Trustees had agreed to keep the rates the same. It appeared that our rates were a bit lower than other village halls locally. James McConville pointed out that other halls were charging more in order to raise funds for refurbishment programmes. Steve Blake said we had to be careful not to undercharge and in doing so undermine other halls who were trying to raise funds to survive. As electricity and insurance costs had increased there was an argument for increasing rates on that basis, so that we were not running at a loss.

The general view was that we should increase our rates marginally- the Chairman would action this with Pippa Wels.

9. **Marketing**

James McConville reported that the website was well on way to being developed. There was also a case for a visible sign on the outside of the Hall. There was also the suggestion that we join Acre's Community Impact (costing £50.00).

We could also do targeted marketing through various charities. There were some sites which we could link into for example, Wycombe District Council. We could note events on their web site. Bucks Info –halls for hire in Buckinghamshire. We could list on there and with Bucks County Council.

Veronica said there were various options in terms of the presentation of the site. We could keep the black and white format but with a colour photo gallery or we could

develop a new site. Steve Blake made the point that we needed to make a note of exclusions on the web site, for example, 18th birthday parties.

Rob Oldershaw said that if we were to increase our marketing we needed to be able to give a more robust response to enquiries and Pippa would need support and guidance in this respect. It was agreed that the Chairman would talk to Pippa about guidance eg. for night parties.

10. **Updating of Constitution**

David Cairns set out the background of the Constitution. The founding Trust Deed had not changed since 1960 (except one change in 1961). It needed to be updated because of changes in charity law etc. The Trustees could change the Constitution, they only needed approval from the Charity Commission if changing the objectives. Comments should be made to the Secretary on the draft changes that has been circulated by the end of October. The Trustees could then meet again to discuss those comments. At the next meeting the draft could then be approved and then circulated and published in the Turville Times. There are a number of issues, for example the number of Trustees (potentially 16 under the current Constitution). Query - should this be reduced? Secondly did we need 'members'? There was also the issue of the Village Hall name raised by James McConville.

If further copies were required for those wishing to comment these could be obtained from the Secretary.

11. **Any Other Business**

None

12. **Date of next meeting**

Tuesday the 7th February 2012 at 7.30pm