

TURVILLE NORTHEND VILLAGE HALL

Minutes of Meeting of the Committee of Management

16th October 2017

Present

Trustees: David Cairns, Michael Wicks, Susie Phillips, Ray Jones,

Other residents: Alice Nuttgens, Cayla Twemlow, Vicky Hollier.

1. Apologies

Rob Oldershaw, Margaret Drage, Sophie Chiappe, Rick Scannell.

2. Minutes of committee meeting held on 22nd March 2017

Approved and signed by outgoing Chairman, David Cairns

3. Appointment of Chairman

Mike Wicks elected as chairman. [proposed by David Cairns and seconded by Susie Phillips]

4. Other appointments;

- a. Vice-chairman:** David Cairns
- b. Secretary:** Vicky Hollier
- c. Treasurer:** Rob Oldershaw
- d. Bookings secretary:** Susie Phillips

5. Financial Report

In Rob Oldershaw's absence David Cairns presented the accounts for the period from 1st April 2017 to 15th October 2017 showing income of £4,265 and expenditure of £7,036. There was a shortfall of income over expenditure of £2,771 caused mainly by the windows replacement expenses[£5,172] However thanks to the efforts of Councillor Chris Whitehead, a grant of £490 had been received in March 2017 from WDC towards the cost of the windows. The current bank balance was noted as £16,027.

6.Bookings

Susie Phillips circulated an update of forthcoming bookings which included a baptism party, wedding, and a theatre rehearsal. It was noted that birthday party hire had increased, possibly due to word of mouth, and that the inclusion of a hall advert on a registrar's website had been beneficial.

7. Maintenance

Michael Wicks reported that the following maintenance had been carried out:

- Outside windows and doors painted
- Repairs to shed roof
- Repairs to garden fencing and brickwork
- Hall heater removed
- Additional refrigerator bought
- Floor cleaner replaced
- Electrical sockets checked
- Outside lights replaced

It was noted that further cleaning work is to be carried out on garden benches.

8. Marketing

It was noted that the parish magazine advert had been changed to better reflect the hall facilities. It was proposed photos of recent bookings would be uploaded onto the website, with the relevant permission.

9. Review of Lettings

It was agreed SP would review other hall lettings rates with a view to an in line increase of half and full day rates for weddings.

10. Assessment of Future Major Maintenance

SP to review and list possible table replacements. It was agreed to review any curtain and blind replacements and flooring re varnishing at the March 2018 meeting. A cupboard to house hall paperwork was discussed and the possibility of an additional shed.

11. Date of Next Meeting

Proposed at meeting as Tuesday 20th March 2018. Addendum: Amended to Monday 19th March 2018 due to hall availability.

AOB

Alice Nuttgens outlined the proposal for May Day 2018 celebrations in Turville village which will include Southend, Northend and Turville Heath. Resident's Associations to be consulted.

Mike Wicks outlined details of the proposed visit and encampment of the 2nd Amersham Scouts to Northend on 26th to 28th November 2017.