

TURVILLE NORTHEND VILLAGE HALL
MINUTES OF MEETING OF COMMITTEE OF MANAGEMENT
11TH MARCH 2015

Present

Trustees: David Cairns [chair] Michael Wicks, Margaret Drage, Ray Jones, Sophie Chiappe, Rick Scannell, Amanda Bucknill

Other Residents: Cayla Twemlow, Carolyn Wyndham, Pam Jones, Vicky Hollier.

1. **Apologies:** Rob Oldershaw, Veronica Ramsey, Jeremy Mais

2. **Minutes of 14th October 2014**

It was agreed to amend minute 11 to refer to the discussion about the confidential terms for the hire of the hall to Turville Nursery School. With this amendment, the minutes of the meeting on 14th October 2014 were approved

3. **Financial Report**

David Cairns presented the financial report prepared by RO. Income to date was £3991.29 which included the 2014 hire to Turville Nursery School, and other lettings including a wedding, table tennis and pilates, together with fees for hire of hall crockery and equipment. Expenditure to date stands at £2901.29 which included £357 for redecoration, £123 for electric work and £479 for cleaning. The electricity bill was artificially low because of a refund of overpaid charges in prior periods.

4. **Bookings**

The meeting noted DC's confidential report on the hire of the hall to Turville Nursery School in 2015 and confirmed arrangements agreed in October to include the use of a 'man with a van' to facilitate emptying and storage. The meeting thanked Michael Wicks for agreeing to store the hall's furniture and other contents of the Hall during the hire to Turville Nursery School.

CW listed some of the other bookings which included pilates, table tennis, Maidensgrove RDA, cricket club, a wedding, baptisms and children's parties. CW also listed bookings already made for 2015/16 which included pilates, table tennis and a lower number of parties.

5. Electricity and Cleaning Charges

The meeting considered a review of electricity usage by booking for a 4 week period in February. It was agreed that electric usage should be checked prior and after each major letting.

The meeting noted that approx 32 hours cleaning had been carried out. It was agreed that it should be limited and also agreed that the cleanliness and physical state of the hall, including damage caused by bouncy castles and other hired items, should be checked before and after each major hire. It was also agreed that if additional cleaning is required after a hire, the costs would be deducted from the deposit and that the deposit or balance of deposit should not be repaid until the cleanliness and physical state of the hall has been checked. It was also agreed to ask the cleaner to list the dates of each cleaning on requests for payment. DC asked members of the committee to volunteer to carry out inspections of the hall before and after hires. CW agreed to circulate a list of hire dates and to raise with the chairman any hires for which volunteers were not available.

6. Marketing, Advertising and Website

Veronica Ramsey was thanked for all her past support with marketing, advertising and website responsibilities as she has tendered her resignation from the committee. Sophie Chiappe kindly volunteered to take over this role and she was duly elected.

A written report from VR confirmed that the website Q & A was now complete, posters and postcards have been reissued. The hall is now listed on free sites, Bucks Hall Hire and Venues4Hire.

It was agreed that regular advertising in the Watlington Times was too expensive but should be considered if Turville Nursery School does not hire the hall in 2015. Watlington post office, notice boards and schools were also noted as an advertising opportunity together with a review of appropriate free websites. SC agreed to review all opportunities.

7. Building Maintenance/Improvements and Contents

CW reported that the hall locks have been replaced and new keys issued on a restricted basis. It was noted that MW and CW would supervise maintenance to the side door which had been forced and broken. RS reported that the repairs to the toilet area were in hand. It was agreed that the hall would not take up Garrick Steventon's kind offer of a piano. CT was

thanked for updating the hall inventory. CT agreed to research suitable secure cabinets for the meeting room in order to store hall records and excess kitchen equipment.

8. Garden Maintenance

CT agreed to continue to maintain flower tubs but asked for a rota of Northend volunteers to help with watering from May onwards. MW's handy man will assist with gardening as required.

9. Fund Raising Events

MW confirmed the table tennis group will hold a quiz evening for all residents on Friday 11th September 2015.

10. Longer Term Plans

It was agreed to hold over discussions on longer term plans until the next committee meeting in October.

11. Date of AGM and next meeting

TBC