

TURVILLE NORTHEND VILLAGE HALL
MINUTES OF MEETING OF COMMITTEE OF MANAGEMENT
14TH OCTOBER 2014

Present

Trustees: Michael Wicks [Chairman, items 1 to 3], David Cairns [Chairman items 4 onwards] Rob Oldershaw, Margaret Drage, Jeremy Mais, Veronica Ramsay, Amanda Bucknill, Ray Jones, Rick Scannell

Other residents: Carolyn Wyndham, Sarah Evans, Cayla Twemlow , Vicky Hollier

1. **Apologies:** Sophie Chiappe.

2. **Minutes**

The minutes of the meeting held on 11th March were approved and signed by the chairman.

3. **Appointment of chairman**

David Cairns agreed to take over as interim chairman.

4. **Other Appointments**

Vice Chair: Michael Wicks

Treasurer: Rob Oldershaw

Secretary: Vicky Hollier

Bookings Secretary: Carolyn Wyndham.

5. **Financial Report**

Rob Oldershaw presented the 2014/2015 accounts for the year to date starting 1st April 2014. Income to date is £3258.28 with YTD expenses at £1901.22. The year to date includes income from Turville Nursery School as well as 8 children's events, a wedding, 3 baby naming and further WDC elections.

Expenses included new kitchen floorcovering. An actual rather than estimated electric reading had resulted in a refund of £218. Cleaning costs had increased because the new cleaner was carrying out more work and at a higher rate than the previous cleaner. The Hall had, for the first time, also been charged business rates by Wycombe District Council.

6. Buildings and related maintenance

Michael Wicks reported that repairs are needed to toilet area and marks on hall walls left by Turville Nursery School need to be removed.

The lack of adequate storage was discussed. It was agreed DC, RS and CW would review the current storage arrangements including the possibility of a larger shed which would accommodate the tables, committee table, the table tennis table and other larger items as well as all the other contents of the hall and provide storage for archive paperwork. It was noted that a larger shed may require planning permission.

CT suggested that hall floor may require replacing in the foreseeable future as it would not be possible to sand the floor again.

7. Gardens, hedges and related maintenance

CW suggested a trellis along the top of the back wall behind hall and will consult with Andy Nicholls on a possible design.

DC asked for volunteers to help maintain the small garden. MW offered to ask his gardener. CT agreed to list what needs to be done.

RO agreed to put out the waste and recycling bins in time for each week's collections by WDC.

8. Inventory

Rick Scannell agreed to prepare an inventory of the Hall's content after CW and CT had disposed of any items which are no longer required .

Sarah Evans asked about insurance contents cover. RO to check.

9. Parking for hall events and hires

Michael Wicks has contacted Charles Hoare Nairne to discuss parking on the common for hall events. CHN had said that this was not a problem as long as he was told about major events and hirers paid the Hall for the repair of any damage to the common. MW also confirmed that vehicles were permitted by law to park on the common within 15m of the public highway but were not permitted to drive on the common for any other purpose. MW to liaise with CHN for any future such events.

10. Bookings

Carolyn Wyndham reported on the current bookings including the new pilates classes being run by a Turville resident. She also explained the arrangements and charges for cleaning the Hall by Hayley Poole.

11. Hire charges

CW confirmed she had carried out a review of other local hall hiring charges to make sure the Hall's charges were in line. She had updated and simplified the hire charges as agreed at the last meeting. It was noted that whilst the hall was run for the benefit of residents of Turville parish and the surrounding area and was "not for profit", hire charges needed to cover costs. It was agreed to keep hire charges and the related electric usage and cleaning costs under review.

As lower hire charges are made to local charities, it was agreed that when in doubt about charity status, CW should liaise with DC or MW.

The committee agreed to keep the terms of the booking by Turville Nursery School under review.

12. Website

Veronica Ramsay confirmed she had updated the website and will prepare a FAQ in liaison with CW.

13. Marketing and advertising material

VR confirmed she would refresh posters and postcards in Turville church and hall. Costs had been reviewed for an advert in Round and About but VR advised too expensive. CW suggested inclusion on the Bucks Hall for hire website. VR to action. SE suggested a post-event feedback form to be filled in by hirers.

DC suggested the Watlington Times as an additional source of hall advertising.

14. Fundraising events

MW advised that the Table Tennis group quiz will now take place in the spring. It was agreed that Friday would be the preferred evening.

15. Date of next Committee meeting.

Wednesday 11th March 2015.

