

**TURVILLE NORTHEMEND VILLAGE HALL**  
**MINUTES OF MEETING OF COMMITTEE OF MANAGEMENT**  
**11 MARCH 2014**

**Present**

**Trustees:** Michael Wicks (chairman), Stephen Bucknill, David Cairns, Margaret Drage, Rob Oldershaw, Veronica Ramsey

**Other residents:** Sarah Evans, Vicky Hollier, Pippa Wels, Carolyn Wyndham

**1. Apologies**

Sophie Chiappe.

**2. Minutes**

The minutes of the meeting held on 8 October 2013 were approved and signed by the chairman.

**3. Financial Report**

Rob Oldershaw reported that the income for the year to 31 March 2014 to date was £3,382 which included £1,800 from Turville Nursery School, £350 from a wedding, and £580 from county council and district council elections. Expenditure for the year to 31 March 2014 to date was £2,117 plus approximately £200 for the recent electrical repairs. He suggested that the insurance should be reconsidered at the next renewal as the agreed three year arrangement would be at an end.

**4. Buildings and related maintenance**

Michael Wicks reported that some of the electrical equipment in the kitchen and the heaters in the hall had not been working; repairs had now been carried out at an approximate cost of £200.

It was agreed:

- to carry out the necessary repainting of skirting boards and committee room wall and the re-staining of the pew – the work will be carried out by Mr Hopkins at an estimated cost of £325 including materials; and
- to obtain a quote for replacement of vinyl flooring in the kitchen (Vicky Hollier to deal with – subsequent to the meeting Cayla Twemlow agreed to discuss the possibilities with Diamond Floors in Watlington).

It was also agreed to consider putting notices of the contents on the inside of the doors of all cupboards and to provide a book for hirers to make suggestions and report breakages.

**5. Gardens, hedges and related maintenance and inventory**

Michael Wicks reported that he would arrange for the cleaning of the terrace etc. prior to the wedding booked for early June.

**6. Bookings**

Pippa Wels reported that bookings were slightly up and included one wedding and several smaller events. The meeting noted that the community lunch at Lent will be held on 22 March.

**7. Website**

Veronica Ramsay reported that there was a steady stream of visits to the website. She agreed to make necessary updates and add information on the maximum capacity of the hall and explore the possibility of uploading better photographs.

**8. Marketing and Advertising Material**

Veronica Ramsay reported that the new posters had been placed on parish notice boards/bus shelters and in the village hall entrance. The advertisement in the Hambleden Valley magazine had been updated. Further copies of the marketing materials are available from her.

## **9. Parking**

Pippa Wels reported that the hirer for the wedding in June had asked about parking facilities. It was agreed that Michael Wicks would seek clarification from Charles Hoare Nairne about the use of the common and from the new owners of Northend House about the use of their paddock. It was also agreed to amend the terms and conditions of hire to deal with parking and require hirers to pay for the repair of any damage caused to the common.

## **10. Rates charged to hirers of Hall**

Pippa Wels reported that the rates were confusing and should be revised and simplified. Sarah Evans and Carolyn Wyndham agreed to deal with this.

## **11. Fundraising events**

It was agreed to hold a quiz night in autumn 2014, arranged by the table tennis group.

## **12. Revised Constitution**

Rob Oldershaw agreed to submit the revised constitution to the Charity Commission.

## **13. Communications within the parish**

It was noted that attendance at the Christmas party had been lower than usual and consisted almost solely of Northend and Turville Heath residents. It was agreed that better communication was needed about parish events. It was agreed to:

- encourage all parishioners to sign up to turville.net;
- ask the Parish Council to update and distribute the welcome letter to all new residents; and
- seek greater coverage of Turville parish events in the Hambleton Valley magazine.

## **14. Resignations and appointments**

Stephen Bucknill announced his resignation as a member of the management committee/trustee and as secretary. The meeting expressed its appreciation of his work over several years. The meeting agreed to appoint Vicky Hollier as secretary with effect from October 2014. It noted that David Cairns had agreed to be the acting secretary until October 2014.

Pippa Wels announced her resignation as bookings secretary. The meeting expressed its appreciation of her work in this role for the past three and a half years. The meeting agreed to appoint Carolyn Wyndham as bookings secretary with immediate effect.

Sarah Evans reported that Mirja Robinson had resigned as chair of the Northend Village Association and as the Association's representative as a member of the management committee/trustee. It was noted that Northend Village Association should appoint a representative to fill the vacancy for a member of the management committee/trustee.

## **15. Any other Business**

It was agreed to ask the Parish Council to provide an update on efforts to increase the speed of broadband in the parish and, if helpful, to consider the scheme in Ewelme.

## **14. Date of next Committee Meeting and AGM**

Tuesday 14 October at 7.30pm.