

TURVILLE NORTHEAST VILLAGE HALL

MINUTES OF COMMITTEE OF MANAGEMENT MEETING

19 February 2013

Present

Michael Wicks (Chairman), Stephen Bucknill (Secretary), David Cairns, Mirja Robinson, Ray Jones, Veronica Ramsay.

1. Apologies

Rob Oldershaw, Margaret Drage, Sophie Chiappe.

2. Minutes of Meeting held on 16 October 2012

Approved.

3. Matters arising not covered elsewhere in Agenda

Ray Jones had the documentation for the Fire Risk Safety Assessment. He and Mike Wicks would deal with this.

4. Financial Report

Income since 31 March 2012 was £2,978 with a variety of bookings including a wedding (£350) polling day (£290) and the main item Turville school (£1,750). The expenditure was just over £2,000 with insurance (£710) and electricity (£440) the biggest items. There was a cash balance of just over £10,500. It was hoped that the quiz night would bring in £400-£500. Mike Wicks noted that when averaging out the figures over the last 5 years the Hall needed income of £4,000 per annum to cover its expenditure. David Cairns suggested a Friends Scheme to enable the Hall to reclaim tax under the Gift Aid Scheme

5. Buildings, boundary walls and related maintenance

There were no major issues to report. The leak in the toilet had been dealt with and paid for. David Cairns was waiting for an appropriate moment to raise the issue of the pointing on the boundary wall with the adjoining owners.

6. Gardens, hedges and related maintenance and inventory

The garden was in satisfactory condition. The gardener would be coming again this year when needed ; it was not a huge cost.

The Inventory (a complete record of contents save for one of the sheds) had been received from Mirja Robinson and Cayla Twemlow. Cayla had suggested a re-stocking of wine glasses, tumblers and some crockery.

7. Bookings

There were no significant matters to report.

The issue of clearing up after the School booking was raised and it was agreed that Mike Wicks would speak to Rob Oldershaw and Pippa Wels about how to make the hand-back easier and to gain some control (for example the possibility of a separate contract and deposit ; proper boxes to store and move cutlery etc.)

8. Website and Training Session

Ray Jones confirmed that the new Website was up. There had been 344 visitors in February with 45 visits on one day (17 February) alone.

A training Session had been completed (with thanks to Pippa Wels for hosting). Five members of the committee were now editors. Matt was in discussion with the website host Weebly regarding a back-up and Ray Jones would let us know the result. It was decided to allocate updating/posting responsibilities as follows:

- (a) Agendas and Minutes – Stephen Bucknill
- (b) Calendar of Events – Pippa Wels
- (c) Photographs, Marketing Information with photographs – Ray Jones and Veronica Ramsay
- (d) Financial Reports – Rob Oldershaw.

9. Marketing Proposals and Advertising Material

Veronica Ramsay thanked Mike Wicks and Ray Jones for help with the draft revised marketing materials. The intention was to align the materials with the website and give a more modern look.

A number of sizes were discussed: A4 and postcard. There was some flexibility to increase the postcard size to A5.

It was agreed the photo of the Hall on the marketing material was taken from a good angle but needed more colour. Mike Wicks would speak to Sally Blake about a new photo.

It was agreed to order immediately at a cost of £50 100 of the useful postcard size and 10 laminated A4 copies for the local bus shelters and notice boards.

Advertising estimates for the Round & About magazine and the Hambleton Valley Parish magazine were considered

10. Rates charged and Terms/Conditions to hirers of Hall

There had been no changes.

11. Fundraising events – Quiz Night – Friday 15 March

Leaflets had been distributed and flyers were to be dropped off in Northend for the forthcoming Quiz Night. The organizers were looking for 10 tables of 8 people and 4 tables had been booked so far.

12. Updating Constitution

David Cairns confirmed that the Committee had power to change the constitution and send it to the Charity Commission. The current Objects of the charity were quite narrow but changing them could be problematic with the Commission. Stephen Bucknill had suggested that a Memorandum of the revised constitution could be endorsed on the original Deed of Dedication once it had been adopted.

David Cairns had circulated an email to the committee members before the meeting summarizing the main changes none of which were deemed controversial.

It was agreed to try and approve the revised constitution before the date of the next AGM and Committee meeting.

13. Any other Business

None

14. Date of next Committee Meeting and AGM

8 October 2013 at 7.30pm