

TURVILLE NORTHEM VILLAGE HALL

MINUTES OF COMMITTEE OF MANAGEMENT MEETING

16 October 2012

Present

Michael Wicks (Chairman), Stephen Bucknill (Secretary), Rob Oldershaw (Treasurer), Pippa Wels (Booking Secretary), David Cairns, Cayla Twemlow, Mirja Robinson, Sophie Chiappe, Ray Jones, Sarah Evans
Veronica Ramsay.

1. Apologies

James McConville and Colin Malcolmson.

2. Minutes of Meeting held on 21 February 2012

Approved.

3. Matters arising not covered elsewhere in Agenda

None.

4. Appointments

- (a) Michael Wicks was appointed Chairman
- (b) Stephen Bucknill was appointed Secretary
- (c) Rob Oldershaw was appointed Treasurer
- (d) Pippa Wels was appointed Bookings Secretary

5. Financial Report

The Treasurer reported that the accounts were up to date. There was nothing of big significance. There had been income of £776 so far and £1,750 had been paid by the Nursery. There had been no untoward outgoings : the largest item was the electricity bill and the repair to the gents loo but overall the outgoings were much less than during the same period last year.

6. Buildings, boundary walls and related maintenance

- (a) David Cairns was trying to arrange a meeting to discuss the pointing of the walls.
- (b) Pippa Wels mentioned that the disabled toilet was not flushing very well and Cayla Twemlow recommended that Doug be contacted to fix it.

- (c) The high windows in the committee room needed cleaning.
- (d) The kitchen top was burnt and needed repairing
- (e) There was no inventory for major equipment - Mirja and Cayla volunteered to prepare one.
- (f) The resurfacing of the floor was a potential future item.
- (g) Craig the cleaner was coming in the first Friday of every month.
- (h) It was suggested that a list of maintenance people be compiled and the following names were proposed:
 - (i) Doug (the Chiltern Handyman) – plumber/electrician
 - (ii) Keith Hopkins - painter/decorator (01491 612478)
 - (iii) Chris – gardener (07828 008706)
 - (iv) C & R Services – septic tank emptying.
 - (v) Craig - cleaner

7. Gardens, hedges and related maintenance

Colin had dealt with this historically. They were all in a reasonable state generally.

8. Bookings

There had been some nice events – the Jubilee, a wedding, the rounders and there was an enquiry about another wedding next summer. The change in the fees had helped the income. The only regular class was now the table tennis.

Sophie suggested an advert be place in the Turville Nursery to advertise the Hall and to attract future bookings.

9. Website update

Ray Jones gave an update : the new website had been produced with a new address the villagehall.co.uk. Bright and vibrant colours had been introduced with colour photos except one. There was a counter to track visitors to the site. The site contained pages on the History; the Facilities; a Plan; the Tarriffs; Enquiries; a Photo Gallery; Events and Management. Four people would need to be trained to update and amend the website

The following suggestions were made:-

- (a) the Plan could be improved as some of the detail was incorrect.

(b) there could be some more positive information regarding parking and the fact that it could be arranged.

(c) the Photo Gallery could include a wider scene of the Village showing off its location and there could be more photos.

It was agreed that the website should go live as soon as possible.

10. Marketing Update

Now that we were in agreement with the look and feel of the website we needed to follow this up and translate it in to physical marketing.

11. Rates charged and terms/Conditions to hirers of Hall

Pippa would double-check the rates.

12. Diamond Jubilee and Flag Pole

James McConville had emailed with a comprehensive round up of the Diamond Jubilee and Flag Pole. The Jubilee had been a fantastic day apart from the rain. The evening event was great. Unfortunately the rounders match had to be postponed.

There was no issue about the Flag Pole any more : there is a mobile Flag Pole available for hire from the Village Association

12. Fundraising

Amanda Moser had said she would be interested in doing another Quiz Night.

13. Updating of Constitution

David Cairns would aim to get the amended Constitution approved at the next Trustees' meeting.

13. Any other Business

There was a legal necessity to carry out a Fire Risk Safety Assessment. Ray Jones said he could access a checklist to enable us to do this.

The idea of a plaque in the lobby for donors was rejected.

14. Date of next Meeting

19 February 2013 at 7.30pm