

TURVILLE NORTHEND VILLAGE HALL

Draft/Minutes of the Meeting of the Committee of Management held at the Village Hall on Wednesday 27th March 2024

Present

Trustees: Sarah Evans, Susie Phillips, David Faragher, Phil Cashian.

Other Committee Members: Clare Barrows

Other residents: Karyn Cashian, Mark Morton Cayla & Graham Twemlow, Carolyn Wyndham.

1. Apologies for absence

Susan Faragher, Peter & Glynis Langford.

2. Update on Trustee and Management Committee Vacancies

David Faragher (DF) reported that the Committee was still looking for somebody to take on the role of Chairman and also the role of Treasurer, which is being filled at the moment by Sarah Evans (SE), with some help from DF. It would also be good if somebody could be found to take on the responsibility of overseeing the Hall maintenance, but so far the search had proved fruitless.

It was again noted that all four of the Trustees live in Northend and it would be good to attract Trustees from other parts of the Parish as well.

This prompted a discussion and Susie Phillips (SP) suggested that some sort of brainstorming event at the Hall could be held in order to attract residents, especially those who might be new to the area, in order to promote the Hall and attract volunteers and Clare Barrows (CB) supported this idea. (See item 10 below).

3. Minutes of the Management Committee Meeting held on 1st November 2023

The minutes were approved.

4. Financial Report for the period from 1st April 2023 to 24th March 2024

SE presented a Financial Report for the period 1st April 2023 to 24th March 2024. She said that she had made some small changes to the distribution of the income into the various categories compared to the report that had been presented at the last meeting in November.

The electricity costs had risen, partly from increased prices in the new contract in July 2023 and partly because of the increase in use of the Hall for evening classes during last year.

So far, in this financial year, income is £7,386.26 and Expenditure is £5,099.26, so the Hall is bringing in money. The Hall's reserves are currently £38,158.42.

Cayla Twemlow (CT) suggested that it might be possible to obtain a grant from the Parish Council, as this has been done in the past. It was agreed that this could be done if an appropriate project or opportunity arises.

5. Update on Annual Return

DF reported that the system for making the annual return to the Charity Commission had been changed. There was no longer a specific log in for the Village Hall Charity instead the Trustees had to set up personal accounts which could then be used to access the Village Hall Charity information. DF had made the Annual Return, part of which asked questions about the policies and procedures that the Charity had in place. However, as the Village Hall Charity was only a small one run by 4 Trustees and a small management committee many of the policies don't appear to be relevant. DF said he would look at this further and may circulate a note about this to the Trustees.

DF said that he had now removed David Cairns's name as a Trustee but had not yet added Phil Cashian's name as he still needed some further details to do so.

6. Update on Insurance Renewal, Electricity and Water Supply.

Insurance

DF reported that the Village Hall Insurance with Allied Westminster had been renewed in January. The policy is now underwritten by Ecclesiastical (instead of Aviva) and overall most of the policy limits had been increased and there were some additional risks covered. One example of this is that for an event organised by the Trustees it would now be possible to have a bouncy castle, which was not the case previously.

DF said that he had also given the other Trustees details to the insurers so that they can contact Allied Westminster if necessary.

Electricity Supply

The electricity supply contract was renewed last July and will run until 31st July 2024, so it will be necessary to consider the options nearer the time. CT asked if the Hall should obtain a green electricity contract. It was pointed out that this is likely to be more expensive and although electricity can be purchased from a green producer, the electricity that comes out of the grid is a mixture of green as well as other sources of electricity. However, it could be considered at the time.

Water Supply

The water supply has been provided by Castle Water for some time and there are no thoughts about changing supplier at the present time.

7. Marketing

CB reported that the Wreath making class, which she had organised in December, had again proved to be a popular event and as her husband had helped in the organisation he was able to claim some fund matching from his employer which had increased the income from the event. It is now becoming an annual event.

CB also reported that, again with the assistance of her daughter, who was still helping as part of her Duke of Edinburgh's award, they had continue to use the Hall's Facebook site to publicise both the Hall availability for hire and events such as Phil Cashian's (PC) Northend Concerts. They have continued to post on other Facebook groups that they have joined the Hall to in Watlington,

Christmas Common, Turville, Hambleden, Henley (which is proving to be a difficult site to use) and Wallingford (for some events)

The yoga class on Tuesdays, which CB is attending, is going well, though they could do with a few more people.

CB and her daughter had also refreshed the various posters and flyers they had displayed in the area. A children's party poster has been added in the Watlington library.

The 2 chalk boards which her daughter has refurbished and repainted have proved to be very useful.

CB thinks that Facebook is a good means to advertise the Northend Concerts as is the Henley Standard, which has also done some good write ups. PC mentioned that a couple had come from Wallingford for the last concert.

Using the Hall as a venue for the Oxfordshire Art Week, which has been discussed at previous meetings, is still a possibility, but venues are normally open for the whole week and not just part of it and this could prove to be a problem for the Hall. CB will speak to her contacts to see what might be feasible.

8. Bookings and Lettings

DF reported that there are now 2 regular bookings, the yoga class on Tuesdays and the table tennis on Thursdays.

Since the last meeting there have been 3 birthday parties and the Nursery Christmas party, 3 Northend Concerts with one to come towards the end of April. There had also been a recording session by somebody who had performed at the Hall and he would be returning for another recording session and a duo who had performed at the Hall last year had hired the Hall for a 3 day recording session in April.

The Hall had also been used as a check point for the Scouts Southern 50 Challenge and by the Turville Park Cricket Club for their AGM.

The Hall will be used as a Polling Station for the Police Crime Commissioner elections on Thursday 2nd May.

Cleaners

Consider it Done cleaners are still being used to clean the Hall on a monthly basis, though their cleaning fee would be going up to £40 per session.

9. Maintenance - Current & Future

a. Roof – Update on roof repairs

DF reported that it is still not completely clear whether the problem of the damp in the corner of the Committee room had been resolved. It will be necessary to paint the corner so that any further staining, if any, can be seen.

It will be necessary to get Attleys back to check where the water that is seen from time to time under the bell tower is coming from and advise upon what can be done about it.

CB has the name of a good local roof repairer if this is required.

b. Electrics and Heaters

PC had obtained a quote from DEW Electrics to carry out an Electrical Installation Condition Report (EICR). DF said that the last EICR was carried out in January 2021 and that such reports have to be carried out every 5 years. It was decided to go ahead with the quote from DEW Electrics.

c. Gardening

It is still proving difficult to find gardeners to carry out work at the Hall. PC offered to spray the weeds in and around the yard as removing them by hand was very time consuming and the weeds always returned. Mark Morton suggested that a day could be set and local residents requested to do some gardening work.

d. Decoration/Repairs

Any comprehensive decorating works will need to wait until the problems with the leaks from the roof and bell tower have been completely resolved. However, there are things that require attention such as the side and rear doors. There is also some green staining on one of the front windows which needs looking at and may just need cleaning.

10. Community Events

The possibility of holding a brainstorming/recruitment event as discussed in item 2 was discussed further. It was mentioned that a curry night had proved popular in the past and could be a way to attract people to the Hall. People could be asked to bring their own drinks to avoid the need for a drinks licence. There is still money in the budget from the last filming event which was earmarked for a wine and cheese party for local residents which could be used if necessary.

11. Date of next Meeting

It was decided to hold the next AGM and Management Committee in October 2024, but the exact date is to be decided nearer the time.

12. Any Other Business

CT asked if the tubs at the side of the Hall could be replaced as they seemed to have deteriorated. SE said that the Management Committee would look into it and get back to her about it.