

TURVILLE NORTHEEND VILLAGE HALL

Draft/Minutes of the Meeting of the Committee of Management held at the Village Hall on Tuesday 26th April 2022

Present

Trustees: David Cairns (Chairman), David Faragher, Susie Phillips Sarah Evans.

Other volunteers: Clare Barrows, Susan Faragher.

Other residents: Phil Cashian

1. Apologies

Mark Morton, Matthew Dawson, Cayla Twemlow.

2. Minutes of the Management Committee Meeting held on 5th October 2021

The minutes were approved.

3. Appointment of New Treasurer and Changes in Banking Arrangements

Mathew Dawson had agreed to take on the role of Treasurer from Jenny Neagle and his appointment was formally confirmed. The Chairman thanked Jenny Neagle for her spell as Treasurer and thanked Matthew Dawson for taking on the role.

The Chairman reported that the passing of Michael Wicks and the resignations of Rob Oldershaw and Jenny Neagle necessitated changes in the banking arrangements with CAF Bank. The following changes had been put in place and were approved at the Meeting:

Signatories to CAF Bank mandate: David Faragher, Sarah Evans and David Cairns.

Primary contact with CAF Bank: David Cairns (temporarily)

Users for online banking: David Faragher, Matthew Dawson, Sarah Evans and David Cairns.

(Payments have to be initiated by any one of the four and authorised by another of the four.

In practice, a user is not allowed to initiate or authorise payments to themselves.)

The Chairman thanked Rob Oldershaw for his 17 years service as a Trustee, some of them as Treasurer and for his assistance with making the banking changes.

4.

a. Approval of Accounts for 2021/22

The Accounts for the Financial Year ending 31st March 2022, prepared by Matthew Dawson showing an income of £6,507.09, an expenditure of £3105.01 and Total Funds carried forward of £35,752.22 were presented to the Meeting. The Accounts showed Income of £3,331, Expenditure of £546 and Total Funds Carried Forward of £35,150 and were approved, subject to the clarification of the receipt of 2 payments of £45 and £95 which had been included as income for the wreath making event.

b. Insurance Renewal and Coverage

The Chairman reported that Hall is insured by Allied Westminster under a 5 year agreement which includes a long term discount. As part of this year's renewal a valuation report was offered which suggested that the rebuilding cost of the Hall would be £515,317 (including VAT), whereas the renewal premium (of £703.17) was based on a rebuilding value of £480,323. Allied Westminster

offered a new insured sum of £644,146 (which as an incentive included a 25% uplift on the buildings sum insured free of charge) for a slightly higher premium of £727, so this premium was accepted.

This course of action was approved.

5. Safeguarding

The Chairman reported that there have been significant changes in the law relating to Safeguarding of children and vulnerable adults which have significant implications for trustees of charities generally and village halls in particular. In addition replies to questions about Safeguarding had to be given in connection with the annual report to the Charity Commission.

There is extensive guidance on the subject from the Charity Commission (<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>) and an ACRE Information Sheet (No.5) that deals with the application of safeguarding measures to Village Halls was issued to the Committee which showed that great emphasis is placed on the responsibilities of trustees.

There was a general discussion of the matters highlighted by the ACRE information Sheet in relation to the Village Hall and whilst there was unanimous agreement that appropriate safeguarding measures should be implemented, concerns were also expressed that too many additional administrative procedures could deter potential hirers and also potential Trustees. The following course of action was decided upon:

- Advice should be sought from other Village Halls in the area (and other suitable sources) about the practices and measures that they are implementing.
- The Conditions of Hire should be amended to include the draft safeguarding clause suggested in the ACRE Information Sheet.
- The Constitution should be amended in order to allow the Trustees to benefit from indemnity cover purchased by the TNVH Charity.
- The indemnity cover included in the current insurance policy should be checked to ensure that it extends to any safeguarding liability.

6. Constitutional Amendments

It was proposed that a new sub-clause 5(2) should be added to the Turville Northend Village Hall Trust deed as follows:

“5(2) A trustee may benefit from trustee indemnity cover purchased at the charity’s expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.”

In consequence, the remaining sub-clauses of Clause 5 should be renumbered.

The proposal was approved.

7. Maintenance: Current and Future

a Roof

DC reported that the repairs to the roof (damp on the flat roof over the toilets in the 1990s extension (as there is no ventilation) and leaks through the bell tower which does not have a damp course, as well as other issues) were being carried out by Attleys. The works started last week and

should be finished by Friday (6th April) when the work to the chimney will be done. The work also included investigation of the leaking bell tower, which may require additional repair work.

b Heating and other electrical installation and electricity supply

Once the roof works have been completed it is proposed to look into improving the Hall's heating system and carry out any other electrical works that are required.

c Refurbishment of Main Hall Floor

The possibility of refurbishing the floor of the main hall was discussed, but the general consensus was that this was not work that needed to be carried out at the moment.

8. Repairs to Northend Common

The Chairman reported that the funds for works carried out by local residents to the edges of the Common had passed through the Village Hall accounts and that there was still a balance of £207 which can be contributed to future repairs if and when they are organised.

9. Bookings and Lettings

The 2 regular bookings, table tennis sessions on Thursday evenings and Hearing Dog Puppy Training on Friday mornings have continued.

The Christmas period was quite busy with the Wreath Making workshop on the 8th, the first Village Hall Christmas Drinks for a couple of years, combined with a "Wild Church" service on the Common on the 12th and the Nursery Christmas party on 15th December.

There was a Northend Lights drinks evening on the 12th November and we have had 5 birthday parties at weekends, with another 4 booked, including 2 on the same day in May. There was also a yoga session earlier this month and 2 more are booked in May and June.

There are also 2 String Quartet performances booked for Sunday 22nd May and the Platinum Jubilee Tea Party will take place on 5th June.

The Nursery want to hire the Hall though the exact dates haven't yet been finalised. They usually move on the Friday after the term ends and the Bucks term runs until the 20th of July, so it is likely the Trust will want them to move on Friday 22nd July.

Clare Barrows asked if there was any information about how hirers had heard about the Village Hall and it was agreed that the question would be added to the hiring agreement that hirers are asked to complete.

10. Marketing & Events

Clare Barrows reported that having sorted out the Hall's details on various websites and on external search engines and registering details and photographs of the Hall on 2 film location websites, there wasn't anything particular to report from a marketing point of view. So far, there had been no interest expressed in the Hall from the film location websites, though this is not something that is expected to occur except on an intermittent basis.

The flyers in the bus shelters can be refreshed.

Going forward, art groups could be approached to encourage them to use the Hall and the person that presented the wreath making workshop last Christmas is interested in holding a flower

arranging workshop later in the year. The furniture up-cycling workshop that has been discussed previously could be considered for the autumn.

There will be 2 performances by a String Quartet at the Village Hall on 22nd May organised by Phil Cashian. The event had been advertised in the Parish magazine, the R&A magazine and the Henley Standard and there was a discussion about where else posters could be put up in the area. A copy of the poster can also be put on the Hall's website.

11. Community Events – Queen's Platinum Jubilee

Clare Barrow reported that an ad hoc events committee (of which she was a member) had been set up to help organise events for the Queen's Platinum Jubilee. There would be a rounders match on Saturday 4th June and 2 "street parties" one in Turville and one on the Common in front of the Hall in Northend. It would be a "bring your own food" event, but there would be a free bar and a bouncy obstacle course, which would need a power supply (though there would be separate insurance provided by the organisers]for the obstacle course.

It was agreed that the Village Hall could be used in connection with the event without any charge.

12. Recruitment of Trustees and Volunteers

It is possible that a sub-committee, along the lines of the ad hoc committee formed to organise the Queen's Platinum Jubilee events, could be formed to help with the planning and organisation of future Village Hall events.

13. Date of next Meeting

It was decided to hold the next meeting and the AGM in October 2022, but the exact date is to be decided nearer the time.