

TINGEWICK VILLAGE HALL COMMITTEE MEETING:

MINUTES FOR 4th FEBRUARY 2013.

Present: David Partridge Zoe Moorhouse Carol Thurlby
 Lorraine Carter Colin Whitton

Apologies: Pete Chamberlain

Minutes of Previous Meeting:

1. Agreed
2. Proposed: Carol Thurlby Seconded: Lorraine Carter

MATTERS ARISING:

Chairman's Report:

David was pleased with the turnout for the first "Friends of the Village Hall" meeting and the amount of support that was generated.

Secretary's Report:

Website: Zoe had contacted Dawn Rogers regarding a link between the Parish Council and Village Hall websites. This is to be arranged.

A thank-you letter had been sent to Mr. H. Taylor (Whist Drive) for a donation of £50.

A letter had been submitted to the Parish Council regarding the next stage of the refurbishment programme.

A letter had been received from Archdeacon Russell Solicitors concerning a legacy (ca £400) being left to the Village Hall. Confirmation of entitlement to be provided.

Treasurer's Report:

The balance for the month improved by £29.13. The year to date balance was £11283.69.

The Financial Report for 2012 still has to be signed off! This delay prompted an investigation into the requirements, by the Charities Commission, for the "end of year" reporting. The requirements include:

- *All Charities must maintain accounting records and prepare accounts.
- *Most are required to prepare an annual report to accompany their accounts.
- *It is recommended that the annual report is prepared to SORP 2005 & 2008
- * External scrutiny is not required although it would offer additional assurances.

(SORP - Statement of Recommended Practice)

(External scrutiny not required below an income of £25000 pa)

ACTION

ZM

CW

CW

Please see attached for a breakdown of the main reporting requirements.

An annual report template has been sourced. Zoe to use this specimen to format a TVH version and David/Colin to provide relevant data.

It is hoped that once prepared that, other than achievements/performance throughout the year and some discussion of some financial aspects, there will be little change year to year of the bulk document.

ZM/DP/
CW

Lettings Report:

Empty Rooms are likely to reduce their booking frequency as they have located a hall in Oxford that reportedly costs less and holds a larger audience.

Maintenance:

Swing Doors: In Hand.

PC

Wheelie Bin: AVDC have not made any deliveries since Xmas but we are still on their list.

The problems policing the use of the respective wheelie bins became evident when it was found that the recycling bin had been found filled with non-compliant rubbish. The bin emptied and the contents taken to the tip. The recycling bin was placed out of the way – in the shed.

N.B. – AVDC delivered a new bin 6/2/13 – another recycling bin – to be exchanged!

CW

Hall Cladding: In hand.

PC

Bar Top: Pete has agreed to undertake the repair.

PC

West Side Paths: Martin Hornsey is updating his original quote.

CW

Fund Raising:

Friends of the Village Hall: A number of completed questionnaires have been returned.

Health & Safety:

Carol's contact has agreed to carry out the Portable Appliance Testing.

CT

Any Other Business:

Information received from Community Buildings Bucks has suggested that village halls and other community buildings are being urged to draw up an action plan to deal with icy car parks. They "are urging them to think about the issue and identify the risks now so that they're prepared the next time we get snow".

Liability associated with the car park was also discussed.

Improvement Fund Draw:

7/01/13	87	£5	C. Whitton	3, Old Forge Close
14/01/13	7	£25	J. Wright	12, West Well Close
21/01/13	42	£5	P. Jaffrey	4, West Well Close
28/01/13	32	£5	Naina Champaneri	5, Gorrell Close

4/02/13	139	£5	D. O’Gara	Church View
11/02/13	110	£25	L. Carter	The Mount
18/02/13	72	£5	Z. Moorhouse	Bethany Main Street
25/02/13	23	£5	L. Allen	3, Stowe View

Meeting closed at 9.10 pm

**Circulation: CT, ZM, LC, DP, PC, & CW.
P. Smith, A. Hawkins**