

# TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

## MINUTES for 5<sup>th</sup> FEBRUARY 2018

**Present: David Partridge      Ed Maxwell      Carol Doherty      Fran Marsden**  
**Nick Fordy      Julie Hart      Zoe Moorhouse      Colin Whitton**

**Apologies: Pete Chamberlain**

**Minutes of Previous Meeting:**

1. Agreed
2. Proposed: Zoe Moorhouse      Seconded: Carol Doherty

**ACTION**

### MATTERS ARISING:

#### S106 FUNDING:

The Chairman stated that the rejection of the first S106 funding application by the Chair of the Parish Council was not the fault of the Management Committee. It was considered that the application request was to trigger interest with a more detailed plan to follow.

Following the rejection of the initial S106 funding application, a second application for £56000 was submitted (a more positive reaction was received from the TPC Chair). This submission was based on an earlier quote from Burgess. As a check, calculations based on rebuilding costs of £2830/sq.m confirmed the £56000.

With regard to plans, Nick reported that two drawings would be available in a week. A letter to be sent to selected contractors to assess their interest in undertaking the work on the extension. Nick agreed to submit the plans to the nominated contractors and deal with any questions that may subsequently arise.

Zoe reported that she had been asked questions as to what was happening with the proposed extension. It was agreed that a few words are put on the website.

*NF*

*CW*

*NF*

*ZM*

#### CHAIRMAN'S REPORT:

See above.

#### SECRETARY'S REPORT:

**Wi-Fi:** The initial 12 month period is almost up and TPC was ready to hand it over to the Management Committee. All the committee voted in favour of continuing with the installation. M. Hornsey to be contacted to ascertain whether the installation can be transferred directly to the Village Hall.

*EM*

**Hall Insurance/Key Box:** It was reported that the "Royal Oak" had been giving out the box code. Ed to change code No.

*EM*

**Premises Licence:** AVDC have yet to collect the D/D for the premises licence for this year. Contact with AVDC established that a reorganisation had taken place and collections were behind schedule.

#### TREASURER'S REPORT:

The balance for December 2017 was updated on receipt of further hire income for the month. The revised balance for last December was up by £853.18. The balance for January 2018 was up by £1254.79 which was primarily due Improvement Fund Subscriptions and a donation of £460 from the Community Cafe.

The Financial Report for 2017 has been prepared in readiness for the financial audit. This report shows an end of year balance of £21,116.76.

The D/D for electricity has been revised again – now £135 (was £170).

Ed has now been confirmed as a signatory for cheques.

*CW*

**Carol's Memorial:** Fran has contacted Tracey Thurlby twice and not received a reply. Similarly the TPC has not had any contact. David and Trisha Lightfoot to arrange to jointly meet up with Tony Thurlby to determine whether the situation can be resolved.

**DP**

### **LETTINGS REPORT:**

Information regarding the Premises Licence requirements and the master for the Booking Form to be passed on to Julie.

**CW**

The Royal Oak has been booked to run 3 separate bars in the Hall. Julie to contact Sandra to confirm that she is licensed to operate outside bars.

**JH**

Empty Rooms have booked the Hall for Saturday and Circuit Training Classes have commenced for a trial period.

### **MAINTENANCE:**

**Electrical Work:** Still outstanding, electrician contacted and work should resume soon.

**CW**

**Swing Door:** Outstanding.

**Hall Lights:** Problems encountered with main trip dropping out. Initial fault appeared to be due to water in an outside light – switch covered up. Subsequently it appeared that the vestibule was giving rise to a similar problem – under investigation.

**EM**

**Main Hall Temperature:** Hall gets too hot, thermostat to be turned down by a couple of degrees.

**CW**

### **FUND RAISING:**

**Film Night:** The evening made £12 profit. However there was sufficient beer and wine left over to supply the next film night.

Zoe had approached *Heart of Bucks Community Foundation* with the possibility of obtaining a grant (ca £2000) for the purchase of equipment to show films. With the Financial Report for 2016 showing an £11,000 balance, a grant could not be considered. However Heart of Bucks did suggest that a reserves policy be considered whereby a portion of the balance is ring-fenced for very specific items leaving a smaller balance for “everyday” use.

Above items to be reviewed at the end of the year.

**Barn Dance:** 27 tickets sold to date. It was agreed that bar sales should be limited to Wine, Lager, Beer and soft drinks. There will be 4 main areas where assistance will be required – BBQ, BAR, DOOR and SETTING UP . David will provide a raffle prize.

**ZM**

**Sloe Gin Tasting Competition:** The possibility was proposed by Carol. “Production” would commence mid 2018 with the contest being held January 2019.

**CD**

### **HEALTH & SAFETY:**

Nothing to report.

### **ANY OTHER BUSINESS:**

The Committee expressed their thanks to Colin for the committee room clock.

Meeting closed at: 9.35 pm

Circulation: ZM, DP, PC, EM, CD, FM, JH, CW,

P. Smith, A. Hawkins