



**IVINGHOE OLD SCHOOL COMMUNITY HUB:
ANNUAL GENERAL MEETING:
7.30pm, 22nd September 2021**



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Present:

Retiring Trustees:	Carol Tarrant, Retiring Chair
	Bob Corn
	John Wallis
	Sylvia Simmonds
	Russell Eyre
Bucks Councillor:	Peter Brazier
Parish Councillor:	Sheena Bexson
Parish Clerk:	Bridget Knight
	5 Villagers

Welcome from the Chair: Carol welcomed everyone to the meeting, apologies were provided from those unable to attend.

- 1. Apologies** – Michelle Cusick, and apologies received prior to the meeting: Sue and Ernie Jones of Ivinghoe, Alex and Owen Wynne of Ivinghoe, Simone LeBoff of Pitstone, Margaret Holliday of Dunstable.
- 2. Previous AGM** – Cancelled due to Covid-19 Restrictions – 2020 Chair's Report and 2020 Treasurer's Report are both available for inspection.

3. Retiring Chair's Report – As attached. On completion of Carol's final report as Chair, Bob reminded attendees of the time that Carol has generously given over the years to help the village in many different ways and proposed a vote of thanks for her unstinting service on this Hub project from the very outset, ten years ago. She obtained enthusiastic support from the village of Ivinghoe in establishing the Old School Building as a Community Resource, pursuing the negotiations with Bucks County Council to obtain the 25 year lease (at a peppercorn rent) and was the principal driving force behind the efforts to raise £110,000 in grants to fund the restoration of the building. This funding allowed for insulation of the building to modern standards, re-wiring/re-lighting the building, re-flooring in certain areas, re-furbishment of the gas heating system, the installation of a commercial standard kitchen to enable a café, and the redecoration of the entire building. The building opened in 2013, and has been used thoroughly ever since – although Covid-19 restrictions during 2020 and 2021 of course limited usage. Carol has remained a stalwart Chair of Trustees ever since opening. The meeting fully endorsed the vote of thanks!

4. Retiring Treasurer's Report – As attached; Bob Corn proposed acceptance of the report, seconded by Lynne Caulfield – approved by the meeting.

5.0 Election of Officers:

Chair – Lynne Caulfield (proposed by Carol Tarrant, seconded by Bob Corn) – approved by the meeting.

Secretary – Michelle Cusick (proposed by Lynne Caulfield, seconded by Carol Tarrant) – approved by the meeting.

Treasurer – Sandie Emmerson (proposed by Carol Tarrant, seconded by Bob Corn) – approved by the meeting.

Trustees – Daniel Nash – (nominated by Bob Corn, seconded by Carol Tarrant) – approved by the meeting;

Sylvia Simmonds – (nominated by Bob Corn, seconded by Carol Tarrant) – approved by the meeting.

6.0 Discussion: A wide ranging informal discussion took place around how a Community Café (referred to in the Chair's Report) might be developed after 30th June 2022 at the conclusion of the current sub-tenant's lease. The recent successful Open Day was discussed as was the forthcoming Christmas Market. Suggestions were also made as to how Trustees might improve the Hub's social media presence – the outgoing Trustees readily agreeing that Trustees in their seventies and eighties might not be the best in developing a social media presence!

7.0 Next Meetings: An informal meeting of the new Board of Trustees was arranged for 28th September 2021 at 6.00pm – future meetings to be arranged thereafter.



**Retiring Chair's Report,
Annual General Meeting
22nd September 2021**



Firstly, and for those of you who are new to the area I'd like to provide a short history of The Ivinghoe Community Hub.

In 2011 a group of Ivinghoe villagers entered into a determined negotiation, countless discussions, surveys and reports and finally succeeded in rescuing an old school building, in a somewhat dilapidated condition, from possible demolition by Bucks County Council. I am proud to say that I had the honour to lead that small group of villagers.

2012 was spent seeking grants (about **£110,000 in all**). Our lease of 25 years at a peppercorn rent, together with the fact that Bob provided his architectural designs and restoration specifications free of charge, meant that we could fund a full refurbishment of the entire building in early **2013**. Our aim in creating the Hub was to provide a fully refurbished venue for our community to use. We continue to maintain the structure and upkeep of the whole building inside and out, as part of our lease agreement.

One of our keenest wishes was to be able to support the most vulnerable in our community, by providing a warm and accessible space for those still suffering chilling fuel poverty and the loneliness of rural isolation. The Hub was also designed to be a space where Ivinghoe and the wider community could meet together for all things social and celebratory for all ages. We have, over the years, hosted fitness exercise classes of every kind together with a multitude of activities promoting sharing, teaching, learning, and have encouraged and supported a variety of special skills and hobbies groups.

Two of the rooms at the Hub have a moveable screen, which enables them to conjoin to allow the formation of a larger 'hireable' Hub hall. A third smaller room has been developed as an 'I.T.' space for computer tuition, hot-desking and smaller meetings and gatherings. Villagers of all ages are invited in to use these welcoming and characterful spaces, for whatever makes their lives feel more supported, thereby increasing the wellbeing of the community.

In our initial surveys and reporting in **2011**, **60%** of the village respondents stated that there was a need for an **affordable community café** – and to this end using Lottery money, we fitted out a brand new kitchen which enabled the establishment of a community café in the fourth classroom.

During the Spring of 2013, as the refurbishment work came to an end a Trust composing a dozen Trustees was formed, whose job it was to run the Ivinghoe Old School Charity Trust and manage the hub. We had several ideas as to how we could run a community-run café but due to pressures to open the Hub in **Summer 2013** we decided to narrow our "self-sustaining broader community vision", opting at that time for a shorter-term solution. After interviewing a variety of local people interested in running a commercial café we agreed a short term lease and rented out our community café space and furnished kitchen.

As Hub Trustees we are still to some extent rebuilding life after the eighteen-month hiatus of Covid-19 restrictions and lockdowns. During this time we were unable to use the

infrastructure of the hub to support community outreach so in **April 2020** we formed the **'WhatsAppening in Ivinghoe' Mutual Aid Covid-19 Support Group**. This group of **26** volunteers reached out to assist neighbours with their grocery orders, their medication deliveries and by providing regular supportive phone chats.

Time has moved on and our Hub space bookings have been slowly rebuilding since April 2021, which is a very encouraging sign. Our finances are also strong, due in part to our receiving grants awarded as part of the Government's Covid-19 support finances. We received **just over £31,000**. We set aside **£10,000** of this grant to cover the café rent for eighteen months, thereby supporting our café tenants.

As a Registered Charity, it is our duty to revisit and constantly review if we are meeting our Charitable Aims, so naturally we continue to review the many ways in which we can make a difference and increase the depth and width of our community outreach. One obvious option open to us has always been the concept of running the café as a fully-fledged 'Community-Café', similar to the local Wigginton Community Café that so engages those villagers, wherein employed as well as volunteer staff work together to drive a thriving community cafe, and where **all of the profits** are ploughed back into the community. It is a big project and not one for the faint-hearted but as outgoing chair I am confident that the new Board of Trustees will have the experience and the energy to make this a reality and a success.

Our existing tenants are on a three year lease which expires on 30th June 2022. After much deliberation, the Trustees concluded unanimously that we would not be offering a new lease of the premises when the current one expires and our Lawyer has today posted the tenants a reminder of the 30th June 2022 conclusion date of their tenure. The Trustees were keen to give the tenants as much notice as possible regarding our decision and more time to plan for the end of their lease.

The next few months are also time in which the Trust can start to put in place preparations for our community cafe. We might want to consider running our own Community Hub Café as part of the Registered Charity, employing local staff, and ploughing all of the profits back into our community – for example, adding to the financial pot which is the 'Poor Lands Charity' (which itself is really quite poor), helping the local youth and community groups, sports groups, and other charitable initiatives. I am sure the new trustees will have plenty more ideas.

In stepping down as Chair and Trustee, I commend this course of action of realignment as a further realisation of the initial aims of our Community Project started just over ten years ago. I leave the Hub strong and sustainable. I offer a proposed three month hand-over period, alongside others more vigorous with youth or at least of lesser years! I thank everyone, and there have been many, including Moira Hegarty bless her, whose funeral we attended two days ago, who have helped to nurture, bring to fruition and run the project so successfully during these ten years of hard work .

I believe we outgoing trustees leave our incoming trustees in a strong position to continue the work we began, with determination and with focus always, on the community.

Many thanks, Carol Tarrant, Retiring Chair, 22nd September 2021

Ivinghoe Old School Community Hub

Treasurer's Report 20th September 2021

Revenues and Surplus:

Income:

The Year to 31st March 2021 was of course particularly bleak due to lockdowns enforced by the Covid-19 Pandemic Restrictions, although paradoxically the Hub has done rather better financially than in previous years! Income for the year was £25,949.34p – principally derived from Covid-19 Lockdown assistance received through Grants from the Government (via Bucks Council), and the Vale of Aylesbury Housing Trust, which totalled £22,599.00p. As the Government's Chancellor had recommended, our Chair, Carol Tarrant, had sought a Grant specifically to cover our sub-tenant's rent during the lockdown periods (this coming in at £10,000 as part of the total just mentioned), thus no rent was paid by sub-tenant CuriosiTEA Rooms for their Café Accommodation for the whole of the Covid-19 Restriction period – 1st March 2020 – 20th July 2021. CuriosiTEA Rooms did themselves also have the benefit of Grant funding from the Government's Covid-19 Assistance budget, and thus they were able to pay to the Hub £3,084.38p for their share of Utility costs (Gas, Electricity, Water, Refuse Collection), and we took a very modest £134.50p in Room Hire during the very few weeks in the Autumn of 2020 wherein we were allowed to open. Other Income came from Second-Hand Book Donations (£101.46p), and a refund from the Parish Council of a not-used Lawn Hire of £30.00p.

Expenses:

To the year ending 31st March 2021, Expenses were £10,464.39p – these were mainly Utilities (£4,834.89p), Cleaner and Window Cleaning (£1,645.00p), Building Maintenance (£1,295.57p), Sundries – Cleaning Materials, Toilet Rolls, Printing Paper, etc., (£414.48p), Building Insurance (£611.97p), Servicing to Security and Fire Alarms (£561.60p), Heating System Service (£360.00p), PRS-PPL Copyright Charge (£291.08p) – the balance of Expenses being for Business Rates and some specialist Covid-19 related Cleaning Materials, Sanitiser, etc.

Reserve:

A General Reserve of £6,000 had previously been established - this representing approximately 6 months of revenue, also a Building Reserve of £6,000 held against Emergency Building related matters. The reserves are held at the bank, and were included in bank figures for year to 31st March 2020; I have increased both of these Reserve figures to £7,500 in the presented Balance Sheet to 31st March 2021 to take account of inflation, and rising costs particularly associated with the Building Industry.

Bank and cash:

The bank balance at 31st March 2021 was £32,821.10p including the £7,500 General Reserve, and the £7,500 Building Reserve.

COVID-19 Concerns and the Future:

As also reported in the 2020 Treasurer's Report, we were benefiting from Governmental Assistance in respect of Covid-19 Lockdown, and continued to so benefit during 2021 – and, as mentioned, we did pass £10,000 of this assistance on as a 'rent-free' period to help our Café Tenant. Hopefully, Covid-19 is slowly abating in its overall effects, and some measure of normality is beginning to return – thus already we are experiencing a significant uptake in Space Hiring, also the Café Tenant has returned (from 21st July 2021) to paying us their agreed modest rent of £600 monthly.

I am very much supportive of the Trustees' investigations into the possibility of a fully Community Based Café run by ourselves for the better benefit of this Community – all profits

ploughed back in to this Community adding, for example, to the existing Poor Lands Charity and a number of local charitable projects organised for the benefit of our local Community.

STATEMENTS:

Statements follow which give a summary of our Income and Expenditure for year ending 31st March 2021, a Balance Sheet at 31st March 2021, and a Projected Forecast of Income and Expenditure for the coming year. For comparison, figures for 31st March 2020 are also attached. As required by the Charity Commission, and by our own Constitution, these figures have been submitted for examination by an independent inspector - in this case, the Treasurer for Ivinghoe Town Hall, Greg Jones; Greg has made observations as to how the presentation of the Balance Sheet could be improved – these observations have been taken note of now in the information here presented – and I thank him for his help.

R.M.Corn

Secretary/Treasurer - retiring,
Ivinghoe Old School Community Hub
20th September 2021



IVINGHOE OLD SCHOOL COMMUNITY HUB: ANNUAL SUMMARY 1st APRIL 2020 - 31st MARCH 2021:

MONTH:	INCOME: £	EXP.: £
APRIL 2020:	0.00	369.02
MAY 2020:	11,800.00	260.01
JUNE 2020:	130.00	503.85
JULY 2020:	293.09	429.19
AUGUST 2020:	254.04	745.32
SEPTEMBER 2020:	400.36	928.30
OCTOBER 2020:	397.87	1,054.34
NOVEMBER 2020:	1,715.59	1,187.93
DECEMBER 2020:	304.50	1,658.62
JANUARY 2021:	7,962.09	1,006.36
FEBRUARY 2021:	304.98	842.34
MARCH 2021:	2,386.82	1,479.11
TOTALS 1st APRIL 2020 - 31st MARCH 2021:	25,949.34	10,464.39

IVINGHOE OLD SCHOOL COMMUNITY HUB: BREAKDOWN INC-EXP 1st APRIL 2020 - 31st MARCH 2021:

INCOME STREAM:	INCOME: £	EXPENDITURE STREAM:	EXP.: £
ROOM HIRE (HALL and IT ROOM):	134.50	GAS, ELECTRICITY, TELECOM:	3,863.36
CAFÉ RENT: (COVID-19 HUB GRANT AWARD):	0.00	WATER:	387.13
CAFÉ UTILITIES:	3,084.38	REFUSE COLLECTION:	584.40
GRANTS (ALSO COVID-19 RELATED ITEM BELOW):	0.00	SECURITY-FIRE ALARM MAINTENANCE:	561.60
DONATIONS:	101.46	HEATING SYSTEM SERVICE:	360.00
PRINTING-PHOTOCOPYING:	0.00	CLEANER and WINDOW CLEANER:	1,645.00
REFUND FROM PARISH COUNCIL RE-LAWN HIRE:	30.00	SUNDRIES(TtRolls,CIngMtrls,Ppr,Ink,Gdn)	414.48
		BUILDING MAINTENANCE:	1,295.57
		BUILDING INSURANCE:	611.97
		FURNITURE:	0.00
		PRS-PPL CHARGE; CiB CHARGE:	291.08
		BUSINESS RATES:	195.07
COVID-19 RELATED ITEMS: GRANTS:	22,599.00	COVID-19 RELATED ITEMS:	254.73
TOTALS 1st APRIL 2020 - 31st MARCH 2021:	25,949.34		10,464.39

IVINGHOE OLD SCHOOL COMMUNITY HUB: BALANCE SHEET at 31st MARCH 2021:

	ASSET	LIABILITY
CASH AT BANK 31st March 2021:	32,821.10	
	GENERAL RESERVE: b/fwd	6,000.00
	Increase/ (Decrease) in provision:	1,500.00
		c/fwd 7,500.00
	BUILDING RESERVE: b/fwd	6,000.00
	Increase/ (Decrease) in provision:	1,500.00
		c/fwd 7,500.00
	BUILDING INSURANCES: b/fwd	0.00
	Increase / (Decrease) in provision:	700.00
		c/fwd 700.00
	GENERAL FUND: b/fwd	5,336.15
	Surplus / (Deficit) in General Fund	11,784.95
		17,121.10
TOTALS:	32,821.10	32,821.10

N.B. BUILDING AND GROUNDS ARE RENT-FREE,
SUBJECT TO MAINTENANCE BY TRUSTEES

PROJECTED INCOME AND EXPENDITURE to 31st MARCH 2022:

	INCOME:£	EXP.:£
PROJECTED ANNUAL CAFÉ RENT, ALLOWING FOR		PRS-PPL, SERVICE & STANDING CHARGES: 1,300.00
COVID-19 GRANT PAYMENT FOR 2020-2021:	5,000.00	UTILITIES: 6,000.00
PROJECTED CAFÉ UTILITIES PAYMENTS:	3,500.00	BUSINESS RATES (CHARITY DISCOUNTED): 240.00
PROJECTED ANNUAL SPACE HIRING FEES:	4,500.00	REFUSE COLLECTION: 720.00
PROJECTED DONATIONS/FESTIVE MARKET INCOME:	400.00	COMMUNITY IMPACT BUCKS FEE: 60.00
		LIKELY BUILDING MAINTENANCE
		(5 YEARLY PAINTING OBLIGATION): 5,000.00
		CLEANING AND SUNDRIES: 3,500.00
Projected Deficit:	3,420.00	Projected Surplus: 0.00
TOTALS:	16,820.00	16,820.00

IVINGHOE OLD SCHOOL COMMUNITY HUB: ANNUAL SUMMARY 1st APRIL 2019 - 31st MARCH 2020:

MONTH:	INCOME: £	EXP.: £
APRIL 2019:	1,892.91	565.36
MAY 2019:	1,535.36	808.80
JUNE 2019:	1,266.17	762.60
JULY 2019:	1,682.00	552.90
AUGUST 2019:	1,517.94	520.16
SEPTEMBER 2019:	1,260.52	582.59
OCTOBER 2019:	1,379.92	1,206.41
NOVEMBER 2019:	1,436.80	709.75
DECEMBER 2019:	1,262.92	1,010.61
JANUARY 2020:	1,611.47	1,859.33
FEBRUARY 2020:	1,448.82	1,141.36
MARCH 2020:	330.00	1,644.61
TOTALS 1st APRIL 2019 - 31st MARCH 2020:	16,624.83	11,364.48

IVINGHOE OLD SCHOOL COMMUNITY HUB: BREAKDOWN INC-EXP 1st APRIL 2019 - 31st MARCH 2020:

INCOME STREAM:	INCOME: £	EXPENDITURE STREAM:	EXP.: £
ROOM HIRE (HALL and IT ROOM):	5,628.40	GAS, ELECTRICITY, TELECOM:	4,947.91
CAFÉ RENT:	6,650.00	WATER:	271.57
CAFÉ UTILITIES:	2,796.08	REFUSE COLLECTION:	424.10
GRANTS:		SECURITY-FIRE ALARM MAINTENANCE:	448.80
DONATIONS:	1,068.07	HEATING SYSTEM SERVICE:	0.00
PRINTING-PHOTOCOPYING:	8.80	CLEANER, WINDOW CLEANER:	220.00
SPRING-CHRISTMAS MARKET TAKINGS:	403.30	SUNDRIES(Tit Rolls,Clog Mtrls,Paper,Ink):	1,194.11
HERITAGE BOOK SALES:	40.00	BUILDING MAINTENANCE:	2,315.42
TOILET TAKINGS:	0.18	BUILDING INSURANCE:	591.65
COVID-19 REFUND - LAWN HIRE PARISH COUNCIL:	30.00	FURNITURE:	399.49
		PRS-PPL CHARGE:	272.36
		BUSINESS RATES:	195.07
		COVID-19 ROOM HIRE REFUNDS:	84.00
TOTALS 1st APRIL 2020 - 31st MARCH 2021:	16,624.83		11,364.48

BALANCE SHEET for IIVINGHOE OLD SCHOOL COMMUNITY HUB at 31st MARCH 2020:

		ASSET	LIABILITY	
CASH AT BANK 31st March 2020:		17,382.18	GENERAL RESERVE:	6,000.00
			BUILDING & MAINTENANCE RESERVE:	6,000.00
NON-CURRENT ASSETS:			BUILDING INSURANCES:	650.00
FURNITURE, COMPUTERS, PRINTERS, KITCHEN EQUIPMENT, CUPBOARDS, PA EQUIPMENT, BARBEQUE, GARDEN PLANTERS and EQUIPMENT:		2,000.00	DEPRECIATION ON NON-CURRENT ASSETS:	500.00
			SURPLUS TO GENERAL FUND:	6,232.18
TOTALS:		19,382.18		19,382.18

N.B. BUILDING AND GROUNDS ARE RENT-FREE,
SUBJECT TO MAINTENANCE BY TRUSTEES

PROJECTED INCOME AND EXPENDITURE to 31st MARCH 2021:

	INCOME:£		EXP.:£
PROJECTED ANNUAL CAFÉ RENT (COVID-19 AFFECT):	3,600.00	PRS-PPL, SERVICE & STANDING CHARGES:	1,200.00
PROJECTED CAFÉ UTILITIES PAYMENT:	3,000.00	UTILITIES:	5,500.00
PROJECTED ANNUAL SPACE HIRING INCOME:	6,000.00	BUSINESS RATES (CHARITY DISCOUNTED):	210.00
PROJECTED DONATIONS/FESTIVE MARKET INCOME:	300.00	REFUSE COLLECTION:	500.00
		CLEANING AND SUNDRIES:	2,000.00
TOTALS:	12,900.00		9,410.00