



Wingrave Community Association

Minutes of the council meeting held on Tuesday 26th March 2019 at 8pm in the Community Centre

Present: Andy Targell (Treasurer); Louise Wyles (Secretary); Geoff Aldridge; Lydia Giggie; John Hawkes; Tony Horne

Apologies: Lynne Roxbee Cox; Patrick Roxbee Cox; Neil Laming (Chairman); Suzanne Cuthbert; Tony Lambourne

1. The secretary opened the meeting in the absence of the chair and council agreed to the treasurer chairing the meeting
2. The minutes of the council meeting held on Tuesday 15 January 2019 were approved.
3. **Chairman's report**
 - a. Apologies from the chair
 - b. Thanks to those involved in the installation of the new bar shutters which look fantastic
4. **Treasurers report**
 - a. Alternative treasurer has been found Lynne Crump. She will be proposed at the AGM in June
 - b. Lynne is currently working on the gift aid process under the treasurers guidance.
 - c. Communique is currently running at a loss. Viv has undertaken an audit of all advertisers and is being proactive in looking for new advertising. However with competition against the internet interest is lowering. Viv is looking at extending the offer to advertising to include social media/ internet presence. Village events/ charities will continue to get a free half page. Businesses and national charities will be required to pay.
 - d. Treasurer ran council through our current financial position which is in line with expectations.
 - e. 200 club draws have been completed and Suzi will publish the years winners in the Communique. Collections for the new year will commence soon.
 - f. Major repairs fund now stands at £15,547.19
 - g. Andy is meeting the auditor next week.

5. Community Centre report

- a. Bar report
 - i. Bar continues to go extremely well.
 - ii. Turnover is ahead of last year despite the bar being out of commission for 5 weeks. Contribution will be about equal to last year due to slightly higher costs. Bar committee have started the annual price review process
 - iii. Still some snagging issues outstanding including the barrel hoist. Neil to pick up as soon as possible – Andy has approved the cost.
 - iv. Bingo was reviewed in November and based on feedback it has been shortened and prizes were reviewed with ore money per game. After these changes attendees have gone down. Money is now being lost consistently. Bar committee has agreed to go on until June to see if snowball prize and better weather results in more people attending. If not committee needs to decide to budget for the loss or stop running.
 - v. Lou to speak to Sophie to see if she'd be interested in taking up a marketing role helping the WCA to advertise upcoming events.

- b. Maintenance
 - i. Fire alarm, emergency lighting and fire extinguishers have had their annual test and have passed
 - ii. The extractor has been looked at and it's believed it may have been a result of the snow
 - iii. Broken socket has been replaced
 - iv. Environmental health spot check carried out. They highlighted the need to implement some changes for food storage and serving – such as labelling of food in the freezer. Rating of 5 continued
 - v. There was an accident at the heritage event which required an ambulance. This has been reported to Bucks CC. No further action required.
 - vi. TV aerial has now been sorted for TV in the bar.
 - vii. Players loft is starting to be misused by youth club who are going into the loft.

6. Phase 3 of the building work

- a. Builder has confirmed 2 weeks uninterrupted work in the run up to the building work and 8 weeks to carry out the work
- b. This is not felt to be possible in 2019 without inconveniencing current bookings
- c. In addition we have only a high level estimate and the treasurer feels we need more detailed quotes before committing to the building work
- d. Treasurer proposes the prep work be carried out this year (5th – 15th and 19th – 28th August). 2 BBQs will be impacted. Andy to confirm with Moliv and pin down to specific dates. Activity will be to remove ducting, make good some of the windows, and look at

- installation and possibly start lighting prep work. Moliv to be informed skips to be gone by 16th for play in the parish.
- e. This will allow them to carry out the main building work and flooring in 2020 with 1 year notice for the regular hirers. Andy proposes Mon 20th July to Friday 18th September 2020.
 - f. This proposal also allows time for detailed costs to be agreed
 - g. Lydia brought up hirer concerns around acoustics. Hirers are welcome to be involved in decisions around flooring.
 - h. Lydia to get costs for sliding doors to be serviced with cost hitting in next financial year.

7. Group reports

- a. Clubs and societies
 - i. 20 clubs are confirmed as taking part.
 - ii. Will be promoted in May Communique, postie and Facebook. Andy to create a poster for the village pond Lou to get permission from Becky
 - iii. WCA to provide free tea and coffee and squash and bar to be open for other drinks.
 - iv. Suggestion for WCA to set up on 10th May during Friday opening.
 - v. Tony to arrange to bring a group together to agree what we'd like to achieve from the day – plans for 18 month, hiring of the hall, volunteer drive, clear details of what's available.

8. AOB

- a. Council agreed to the costs £300 +VAT for preparation of the deed of retirement and appointment of trustees. Lou to arrange documentation with Alan Frost continuing as trustee and Philip Bruce and John Hawkes as new trustees.
- b. Tony agreed to extended bar until 1pm for 80s night. Lou to find someone to sit on the door to check tickets.
- c. Council agreed to look at new band for the ball and possibly new caterers.
- d. Geoff mentioned he'd had no response to the charity auction offer of tickets. Lou apologised on behalf of WCA. Neil to look at auction taking place later in the year

Date of next meeting: 11th June 2019

Louise Wyles

Secretary

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