

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON
6th Jul 2015 @ 2000HRS**

Present	Michael Sole Dylan Jones Judy Biggs Jill Graves Angus Idle Tony Konieczny Diana Gibbons Jill Thompson Bev Beveridge Al Bowyer Christine Powell Roger Thyer-Jones Andrew Flint	Chairman Secretary MS Society Art Club Residents Association Trustee Pre School Village Shop Project Manager Fund Raising Booking Clerk Martial Arts Representative HAGA
Apologies	Bob Hawkins Joan Steel	Treasurer Valley Friends

ITEM	
<p>Item 1 – The Chairman’s Welcome and Introduction</p> <p>Michael welcomed everyone to the meeting and reflected on the conservation walk that took place in June. Michael thanks John Moorby and Angus Idle for their illuminating tour.</p>	
<p>Item 2 – Apologies</p> <p>Apologies were declared, acknowledged and recorded.</p>	
<p>Item 3 - Record of Minutes from the last Meeting</p> <p>The amendments to the disputed minutes of the previous meeting held in April 2015 were read out and agreed</p> <p>The minutes of May 2015 minutes were also agreed as a true reflection of the meeting.</p>	

Item 4 – Matters Arising from the last Meeting

New fobs have been received but not issued to Christine yet they are in Bevs car and they will be given to Christine at the end of the meeting

Bev

Dylan has spoken to the Parish Council about the requirement to inspect the playground equipment. They were attempting to alert the VH committee that their insurance company is insisting that weekly inspections are carried out of the play equipment. They were keen that we checked with our own insurance company.

Having checked, Dylan confirmed to the committee that the hall insurance still only required an annual inspection by an independent specialist. However, Dylan was not aware of an inspection certificate. Bev advised that the Parish Council arranges for the inspection to take place and they may have copies of the certificate. Dylan to follow this up.

Dylan

The Dog Poo Initiative has not been progressed as Dylan and Michael had not responded to Bev's email detailing the poster. Dylan and Michael to follow up on this and initiative will start asap.

Michael/Dylan

The thermostat for the Cabin was still to be purchased.

Bev

Item 5 – Chairman's Report

Michael opened his report by again stating his belief that the committee invest in a facelift and modernisation of the Village Hall equipment. He is keen to move forward on the replacement of the fascia and downpipes (£12-14k) and to invest in the AV system (£20K). Michael gave examples of other halls where this type of work had been undertaken and our hall needed to compete by offering updated facilities. Two future film nights have been booked in the hall and a recent stage production both required more modern lighting and AV which we could not provide.

Michael also highlighted that several processes/legislation such as Health and Safety needed to be addressed and that Dylan would go into more detail during the Chairman's update. At a recent senior citizens night a helper had fallen in the kitchen due to a wet floor from a leaking dishwasher. When the first aid kit was used it was found to be inadequately stocked.

AI presented Dylan with the accident report.

Michael emphasised that the committee needs to allocate annual budgets for the upkeep of the hall so that a roadmap of changes and updates can be agreed and delivered. Without this forward thinking approach we are likely to lose the financial support of fundraisers and donations from the community whilst we hold large amounts of reserve.

Roger asked for clarification on the amount we agreed we would keep as a contingency fund. Dylan advised it was agreed at £25,000

Michael agreed to circulate the quotes currently received for the fascia replacement.

Michael

Item 6 – Treasurers Report

In Bob's absence, Dylan circulated the accounts for the previous month. Bob had highlighted that the following be reported:

We had received a further reduction on our rates but we are unsure why. Bob will investigate.

Insurance premium paid. There was no raise in premiums as a result of the accident last year.

- Virgin Money £67783.53
- CAF Bank £12,516.15
- Total **£80299.68**

Item 7 – Secretary's Report

Health and Safety

Dylan advised the committee that since the last meeting in May he had obtained a quote for an official health and safety assessment. This would result in a health and safety policy to ensure the trustees met their obligation under legislation set out by the Charity Commission to manage risks. As a result of the email conversation regarding this quote, Dylan obtained another quote from a local firm that was £50 more expensive. Dylan requested authority to proceed.

There followed a debate about why the inspection was needed and the personal liabilities of the trustees. Dylan highlighted that following the accident in the car park last year and the resulting claim against the Hall's insurance, it was noted by the underwriters that we had no health and safety inspection records and did not carry our routine inspections that were documented. Therefore we were advised to document our health and safety inspection.

Dylan pointed out that under the legislation put in place by the Charity Commission the trustees were held personally responsible if they ignored or did not carry out the guidance or laws under which the charity is governed and regulated. Having been advised to do so by our insurance underwriters and to ignore legislation, would demonstrate incompetence amongst the trustees and they would be personally liable for any financial repercussions.

Dylan also highlighted that all trustees should be aware of the legal obligations before volunteering to be a trustee and that all the information required was on the Charity Commission's website. Dylan agreed to circulate some documentation on trustee responsibilities and that he would write a description of the trustee duties for the village hall. Dylan to proceed with the inspection as quoted.

AV

Dylan then demonstrated the proposed solution for the AV issue. Dylan highlighted that the current system is an analogue system which is manually configured for different equipment via an amp. However we lock the amp away so that users cannot change the settings for their own requirements. Hence resulting in frustration and claims the system is not working.

Bob

Dylan

Therefore the bulk of the cost of the new system would be to remove all hardware and run the system via a tablet screen which would be managed by software, with pre-set configurations for different user requirements. The system would then be programmed to reset itself for the next day. An easier user interface would remove the requirement for training of users and give confidence to all users that they are able to operate the AV systems.

Dylan showed a brochure where the proposed interface was demonstrated and where Dylan had used this technology before.

Several members of the committee requested a demonstration or presentation by the proposed contractors, all agreed that we continue to investigate the solution and open up a tender process. AI is to provide a tender process for the committee to follow.

AI

Constitution

Dylan informed the committee that during the investigation and legal proceedings to set up a charity for the MUGA and Shop/football club projects it had come to light that the current village hall constitution was in breach of the covenant.

Further discussion with the Hopkins Estate lawyers (kindly paid for by the Mr Hopkins) resulted in a formal email informing the committee of its breach and requesting the constitution be amended to reflect the legal covenant under which the land was donated to the village.

Dylan discussed several points that needed to be addressed and agreed with the committee that he would work on a new constitution with the committee that was acceptable to us and the Hopkins Estate. The constitution will need to be ready for the December AGM.

Dylan

Item 8 – Maintenance Report

Bev updated the committee on the following items:

The repair of the wall in front of the hall entrance was completed but was hit again. This has now been repaired again.

No other issues to report

Item 9 – Booking Secretary's Report

Christine advised that we had a new booking for a Monday night. There was no other update on bookings.

Item 10 – Fund Raising

AI advised the committee that as a result of the poor turnout at the bingo night he had come to believe that there was a growing reluctance from residents and other village organisations to support the village hall fund raising. He highlighted that everyone was aware of the large reserves that the village hall had and this was undermining the fund raising events. The hall is not supposed to make a profit but to reinvest its surplus for the upkeep of the hall for future generations.

Our Hall's accounts demonstrate that the income from hiring's does not cover the running costs of the hall and yet it is run as a surplus. This surplus has been generated by fundraising for the upkeep of the hall and to date very little of it has been spent.

Therefore, Al did not hold the planned event in June and would only commit to the Christmas Bazaar and Christmas Dance.

Dylan also highlighted that Michael had been required to respond to several organisations within the village who believe that fundraising events in the hall where their committee helps (e.g. Christmas Bazaar, Village Day), the money raised should not go to the hall but to the committee that raised the money. This too was evidence that fund raising for the hall was getting more difficult.

There is also growing pressure from other village organisations for the Hall to fund their projects with its surplus.

Al also reminded the committee that they needed to appoint someone to arrange Village Day 2016 soon as he has already advised the committee that he is not able to do it again.

Item 11. Football Club

As Neil was not present, there was no update from the football club.

Item 12. Residents Association

Angus reminded the committee about the 'fun' cricket event on Sunday 19th July 2015 that will take place on the football field.

Angus also reminded the committee that the monthly Residents Association meeting was tomorrow 7th July in the small hall

Item 13. Village Shop

Jill informed the committee that The Cabin remains very popular and is being used daily by groups and individuals.

The shop AGM was held in June and highlighted a small loss for 2014/15 however the last 4 months has seen the shop run with a surplus. This is due to the popularity of the Cabin.

Volunteers are at an all-time low. Jill requested that all the committee members attempt to recruit someone.

Al added that he had recently joined the volunteers for the shop and is thoroughly enjoying it. It's not as difficult as you might think.

Bev highlighted that Jill often works very late at night, alone in the shop and wondered what the village hall committee could do to increase security of lone workers at night. Roger offered to provide a class for Jill (and a small group) on how to stay safe.

Item 14. Any Other Business (AOB)

The following items were discussed as AOB:

Committee

Jill Graves asked Al for the winners' cup from Village Day. Al was pleased he had finally discovered who needed it.

Jill Graves also asked about the Harry Potter plaque. Dylan has it in his car and will attempt to place it this month.

Jill advised that the shop would have a tea tent on the field for the Cricket event on 19th July.

Bev asked for a decision on the bin situation. All agreed that a second half bin should be provided. Bev to advise Bob of the additional cost.

Andrew advised that the HAGA weekend trip went well although he was unable to attend.

Future events for the diary:

19th July – Cricket on the field

28th Nov – Xmas Bazaar

Item 14 – Date of Next Meeting

The next meeting would be **Monday 7th September @ 20:00hrs**

Michael thanked everyone for their time this evening and the meeting closed at 21:27

Dylan

Bev