

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON 11<sup>th</sup> May 2015 @ 2000HRS**

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

<b>ITEM</b>	
<p><b>Item 1 – The Chairman’s Welcome and Introduction</b></p> <p>Michael welcomed everyone to the meeting.</p>	
<p><b>Item 2 – Apologies</b></p> <p>Apologies were declared, acknowledged and recorded. Bob dropped off the accounts for the month but had to give his apologies and leave.</p>	
<p><b>Item 3 - Record of Minutes from the last Meeting</b></p> <p>The minutes of the previous meeting held in April 2015 were discussed. Bev disputed the detail that was written in Item 5, (extract below).</p> <p>‘Michael also informed the committee that since the last meeting he had taken the decision along with Bob and Dylan to repair the recurring pot hole to the entrance of the village hall car park. It was felt that the repair was taking too long and that it was a safety issue that needed addressing quite urgently’.</p> <p>Bev did not recall any discussion on the hole taking too long to repair or that it was a safety issue. Also he was aware that Bob had not been consulted.</p> <p>Dylan apologised if the minutes were incorrect. Bev was requested to submit his recollection for inclusion in the minutes.</p> <p>Bev also advised that Item 6 was not for him to action. Although there was a discussion to this effect, he did not receive the details from Bob and so was not able to follow up on it.</p>	Bev

#### Item 4 – Matters Arising from the last Meeting

New fobs have been received but not issued to Christine yet

Bev

Jill confirmed that the Shop did have an electrical certificate for the Cabin.

Dylan has not yet spoken to the Parish Council about the requirement to inspect the playground equipment.

Dylan

#### Item 5 – Chairman’s Report

Michael started his report by apologising to the committee for spending Village Hall funds on the repair of the car park. It was brought to his attention that no committee member had authority to authorise expenditure without referring back to the committee, whatever the reason. The exception to this is Bev, who is a contractor and can spend up to £500 autonomously.

Michael raised his concerns that this did not feel correct, as he believes that the management committee should be able to spend without referral to the committee for specific items or emergency/safety issues. He suggested that the constitution should be amended to allow a specific amount to be spent by the management team for specific reason. Michael will look to put his suggestions to the committee for comment.

Michael

Michael also updated the committee on the continuing investigations on the options for the Village Hall a face lift and update certain areas of the hall. Some quotes had been received for the replacement of the barge board, guttering and downpipes and he would share them with the committee when all of them are in.

Michael

With a growing number of plans to update the hall, there is a continued requirement for the project management (PM) role, currently undertaken by Bev. Although Bev fulfils this role, the description of the role of PM was a list of tasks to cover a 12 weeks trial period written by the previous Chairman.

This job description no longer describes the role undertaken by Bev and does not fulfil the current requirements of the committee. It was suggested that the committee need to develop a job description that meets the current needs of the committee. Michael will share a proposed job description with the committee by email for comment so that a way forward can be agreed for the PM role.

Michael

Michael also informed the committee that he will be retiring from paid employment in a couple of weeks.

#### Item 6 – Treasurers Report

Dylan circulated around the accounts for the previous month. Bob had highlighted that there was nothing out of the ordinary to report.

- Virgin Money      £75,783.53
- CAF Bank          £1,998.35
- Total                **£77781.88**

### **Item 7 – Secretary’s Report**

Dylan informed the committee that he was continuing his involvement with the various village organisations to explore the possibility of having a MUGA and a cycle path.

### **Item 8 – Maintenance Report**

Bev updated the committee on the following items:

There was a requirement to cut back the trees and tidy up the verge behind the shop and requested the authority to go ahead. All agreed that this could be completed and that the committee we would all take a look at the area at the end of the meeting.

The 6 monthly tidy up of the garage is due and committee members were asked to take out any items that are being stored there. Jill was asked to arrange for the freezer to be removed by the end of the month.

The Parish Council have supplied the literature and bags for the dog poo awareness project. Bev is developing a poster to be placed around the hall and will be handing out poo bags to raise awareness of the responsibility to clean up after your pet.

Tony suggested that the posters advise dog walkers that poo bags are available to buy in the shop.

The repair of the wall in front of the hall entrance was not completed at the time suggested. Bev will give the person nominated to repair the wall one more chance before finding another bricklayer.

### **Item 9 – Booking Secretary’s Report**

As Christine was not present there was no update on bookings. However Christine had left a message to remind the committee that the theatre group will be using the stage from the 17<sup>th</sup> May.

### **Item 10 – Fund Raising**

Al informed the committee that he was disappointed at the lack of interest in the Bingo night on the 15<sup>th</sup> May. To date Al had only sold 40 tickets, which was the minimum required to make the event viable. Everyone present was encouraged to purchase tickets.

If the interest did not improve, Al believed he would need to cancel the event in June.

### **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 19<sup>th</sup> July 2015 that will take place on the football field.

Bev

All Committee

Bev

All Committee

Angus advised that there is a meeting in the cabin the next day (12<sup>th</sup> May) at 9am with Sam Flatman from Pentagon Sports who is experienced in MUGA's installation projects.

The RA AGM is on the 19<sup>th</sup> May with the Chiltern Society presenting at the end of the meeting.

The cycle path project has been delayed while the National Trust management team are dealing with fire damage at another National Trust building.

### **Item 13. Village Shop**

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

The shop will stay open longer on the 7<sup>th</sup> June for the Football Club AGM and fun day.

Jill informed the committee that the Shop AGM is 2<sup>nd</sup> Jun. Those present highlighted this date clashed with the monthly RA meeting. Jill will discuss this at their meeting tomorrow night and inform Dylan of a new date for the minutes.

### **Item 14. Any Other Business (AOB)**

The following items were discussed as AOB:

Diana informed the committee that users of the small hall on a Thursday are sweeping all their mess into the kitchen but not picking it up. Michael will ask Christine to speak with the users.

Jill Graves informed the committee that the Art club had been invited to Stoke Poges golf club for an awards event. Whilst at the event the art club won an award for 20 years of painting with patients at The South Bucks Hospice.

Jill read the award speech given by Councillor Lin Hazell which highlighted the work and achievements of the Art Club whilst working with the Hospice.

Everyone present congratulated Jill on the achievement of the Art club.

Tony asked for an explanation of the costs of cleaning in this month's accounts. In Bobs absence, Bev gave an over view of the costs which included the annual deep clean, replacement of all the cleaning equipment and the payment of the cleaner.

Bev informed the committee that the recent teenagers disco had resulted in damage to the toilets. Christine was charging the event organisers £50 which would cover the cost of the repairs, but that these repairs weaken the plumbing elsewhere. It was suggested that the committee may want to consider reclaiming more compensation. Although there was some damage from the event, Bev concluded that the events were well run and this was not an ongoing issue.

Bev also suggested that the committee might like to fund a thermostat for the Cabin in order to keep the electricity cost and impact on the environment to a

Michael

minimum. Following a short discussion the committee agreed to fund the thermostat to a maximum of £50

Angus informed the committee he had been in contact with Transport for Bucks to arrange for moss removal from some pavements. Angus encouraged the committee to highlight other areas in the village that may need moss cleaning from walkways.

Dylan reminded everyone that next month's meeting would be the conservation walk starting at the earlier time of 7pm. Michael and Diana agreed to arrange the refreshments and nibbles for the event.

Dylan also informed the committee that as there was no formal meeting next month, anyone with any issues arising that could not wait for the July meeting should let Michael and/or Dylan know.

**Future events for the diary:**

**14<sup>th</sup> May – Parish Council AGM**

**15<sup>th</sup> May – Bingo Night**

**17<sup>th</sup> May – Theatre group**

**19<sup>th</sup> May - RA AGM**

**07<sup>th</sup> June – Football Club AGM and BBQ**

**26<sup>th</sup> Jun – Fund raising event TBC**

**19<sup>th</sup> July – Cricket on the field**

**28<sup>th</sup> Nov – Xmas Bazaar**

**Item 14 – Date of Next Meeting**

The next meeting would be **Monday 6<sup>th</sup> July 2015 @ 20:00hrs**  
with the conservation walk taking place on the 1<sup>st</sup> June 2015 @ 19:00

Michael thanked everyone for their time this evening and the meeting closed at 21:00