

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON  
2<sup>nd</sup> November 2015 @ 2000HRS**

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

<b>ITEM</b>	
<p><b>Item 1 – The Chairman’s Welcome and Introduction</b></p> <p>Michael welcomed everyone to the meeting and circulated cakes in celebration of his birthday and Dylan starting a new job today.</p>	
<p><b>Item 2 – Apologies</b></p> <p>Apologies were declared, acknowledged and recorded.</p>	
<p><b>Item 3 - Record of Minutes from the last Meeting</b></p> <p>The minutes of October 2015 minutes were agreed as a true reflection of the meeting albeit, the date of the AGM was incorrect.</p>	

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

The Dog Poo Initiative has not been progressed. Dylan had investigated a bylaw against dog walker with multiple dogs. Parish council can create a bylaw, however DEFRA advises up to 6 dogs is a reasonable limit. Therefore, there is no point seeking a bylaw. All agreed to carry on with the Dog poo initiative and not the bylaw.

Bev

It is not possible to supply a thermostat for the type of radiators in the Cabin. Therefore, the item is closed.

The “Village Hall” signpost has been removed and is away for painting. Bev will re-erect when possible in a new and visible position.

Bev

The Pansies had been planted at the entrance and in the tubs.

Jill has received the additional key to the hall.

Michael and Bev are to meet to discuss where the bins can be located.

Bev / Michael

A date of the 16<sup>th</sup> July 2016 has been set for Village day but no one has yet agreed to manage the event. Michael has one more possibility before we involve a professional events organiser.

Michael

Dylan to give an update on the constitution and the Trustees meeting during his update.

#### **Item 5 – Chairman’s Report**

Michael reminded the committee that there was still a large amount of projects on-going. He and Dylan continues to represent the Village Hall on the MUGA etc. but that it is important that the committee continues to focus on the hall, as we are in danger of our time being absorbed by these other village projects.

The replacement of the facia and downpipes will take place in December and we continue to investigate affordable solutions for the AV and lighting.

#### **Item 6 – Treasurers Report**

Bob advised the committee that the 2014/15 accounts were now with the auditor in preparation for the AGM. There seems to be a small surplus, however the income from the hall does still not cover the running costs. We still rely heavily on fund raising.

October’s financial report does not highlight any unusual spend or income. However, there is a small amount of interest on the Virgin account.

As a result of the additional rate rebate we have received from WDC, we are now in credit with them. We are still uncertain as to how the calculations

have been made by WDC, but we seem to be getting a 90% discount.

- Virgin Money      £69,274.16
- CAF Bank            £16,036.48
- Total                    **£85,3105.64**

### **Item 7 – Secretary’s Report**

Dylan updated the committee on the following areas:

#### **Trustee meeting in October**

As advised at the last meeting the Trustees attended a catch up meeting. The main agenda points were:

Responsibilities of a trustee

The constitution

Health and Safety

King George V charity and the MUGA

The discussion on the Constitution agreed the wording with some small amendments. It was also agreed that an operational spend should be added to the Constitution for the committees approval prior to the AGM.

A trustee was asked to volunteer to take responsibility for Health and Safety. Ian Stearn agreed to take on this role.

All trustees agreed that should the Muga go ahead, the King George V Charity should be the umbrella organisation for the many projects that are happening on the field. However, the management and trustee arrangement should not change until the MUGA project is definitely going ahead. In the meantime, a bank account should be opened in order for the charity to be operational.

#### **Constitution,**

Having forwarded the amended Constitution to the committee (via email) with a breakdown of what needed to be discussed, the committee was asked to vote on the new wording. All present (with the exception of Angus, who had not received a copy) agreed on the wording and for it to be presented at the AGM.

#### **King George V (KGV)**

The committee were asked to vote on the trustees recommendation that a bank account be opened for the KGV charity and that the Hall accounts loan £100 (or the minimum amount) to the charity in order to open the account. All present agreed. It was suggested by AI that the Football club and RA match the loan. Michael to action.

#### **Conditions of Hire**

A draft document had now been given to Michael to proof read and will be circulated to the committee soonest.

Bob

Bob

Dylan

**Item 8 – Maintenance Report**

Bev advised that during the half term week whilst the hall was empty, he had undertaken a large amount of general maintenance. However, there were no major problems to report.

**Item 9 – Booking Secretary's Report**

Christine advised that there were no issues with the bookings and that the hall was busy.

Christine also advised the committee that we needed to propose the tariff changes in preparation for the AGM. Following a short discussion, it was agreed that the tariff would remain unchanged but that the AGM would set expectations of a rise next year.

**Item 10 – Fund Raising**

Al advised that the Potter quiz went well and raised £500 for the senior citizen's event.

**Item 11. Football Club**

Due to Neil's apologies there was no update.

**Item 12. Residents Association**

Angus advised the committee that there was no update on the RA or the MUGA at this time.

Dylan requested that the local newspaper local column highlighted the forthcoming hall AGM

Angus

**Item 13. Village Shop**

David Johnson requested clarification on whether the Hughenden ladies running club were welcome at the hall/field following an incident where they were asked not to train on the football pitch.

Michael advised that this had been a misunderstanding and that they were welcome. The football club are also happy for them to train on the pitch. Michael agreed to email the chair of the running club and clarify the situation.

Michael

Jill advised that the shop committee were of the understanding that there was no longer a valid lease for the shop to be within the village hall. Dylan advised that although the lease had expired, both parties continued to give and receive the agreed services, so the contract was still valid. As with the football club no new lease would be issued until the hall committee were happy that the shop continued to have planning permission beyond January 2016 and that their strategic plans be shared and agreed with the committee. To incur legal charges with the current planning permission due to expire in January 2016, would not be a good use of hall funds.

Jill explained that they required a valid 5-year lease to be able to fund raise for a wooden building which would act as a 3 year temporary replacement for the cabin. Dylan advised that a letter of intent could be provided for this

purpose as the Hall committee valued the shop and could envisage no reason why a new lease would not be given once planning permission had been agreed. Dylan advised that the planning permission be submitted with the committees continued support.

David raised the issue of the football club's refusal to allow users of the Cabin to use their toilets even though a verbal agreement had been made between Louise and Jeremy Pinner. The Cabin is an asset to the village and as a result of its popularity groups of people are meeting and staying longer to socialise within the hall grounds, with no public amenities.

Jill added that she though the Hall had a responsibility to supply a toilet.

Michael on behalf of the committee made it clear that the hall had no responsibility to provide anything for users of the public areas. That said, Michael agreed that it would be advantageous to have a separate public convenience but he was uncertain how this could be provided by the community. Michael requested that they take their issue up with the football club in the short term.

Dylan advised that should the MUGA go ahead next year, it has been highlighted that a public convenience/changing area, may be required and that would form part of that project.

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

The following items were discussed as AOB:

Diana raised the question about prizes for the Bazaar. All agreed a TV be purchased as the main prize. Michael to source.

Michael

Diana also advised that the leak under one of the radiators remained.

Bev

Judy reminded the committee of the Ploughman's lunch for the local MS society this Saturday at 12pm.

Jill G asked if the Valley Friends were providing the cake stall at the bazaar. Diana confirmed this was required.

Jill G also advised that they would not be doing the Children's Art room at this year's bazaar.

Joan has requested shutters be put on the hatch at the back of the main hall. Bev to investigate.

Bev

Ian requested that the new conditions of hire state that no fireworks be used unless authorised beforehand. Dylan advised this was already written into the draft agreement.

Bev advised that he had purchased electric Christmas lights and requested guidance on other requirement for decorations. Michael advised to liaise with Diana and use the remainder of the money agreed for this purpose.

Bev

Andrew advised that he had spoken to children who had been on the hall roof. Bev advised that he was aware that this had been a growing trend recently.

John Morby highlighted the dwindling numbers assisting the conservation team. Michael encouraged everyone present to approach a neighbour. Dylan advised that should the KGV committee be formed, the conservation work will fall under the new committee. This may encourage more interest.

Dylan asked John if the second year of treatment of the Knotweed had taken place. John advised it had not but would be continued next year.

**Future events for the diary:**

**7<sup>th</sup> Nov – Ploughman’s Lunch**

**28<sup>th</sup> Nov – Xmas Bazaar**

**7<sup>th</sup> Dec - AGM**

**6<sup>th</sup> Dec – Carols and lights on**

**19<sup>th</sup> Dec – Dinner Dance**

**16<sup>th</sup> Jul – Village Day**

**Item 14 – Date of Next Meeting**

The next meeting would be **Monday 4<sup>th</sup> January 2016 as the AGM is taking place in December**

Michael thanked everyone for their time this evening and the meeting closed at 21:25

All