

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON
5th Oct 2015 @ 2000HRS**

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

ITEM	
<p>Item 1 – The Chairman’s Welcome and Introduction</p> <p>Michael welcomed everyone to the meeting.</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 minutes of September 2015 minutes were agreed as a true reflection of the meeting.</p>	

Item 4 – Matters Arising from the last Meeting

The Dog Poo Initiative has not been progressed by Bev but it was hoped that the initiative would move forward in October. We need to look at what Bylaws are permitted for the Field.

Dylan/Bev

The thermostat for the Cabin was still to be purchased albeit there were some technical issues to overcome first.

Bev

Dylan advised that councillor David Carroll had got involved in the claim for a rates rebate. As a result we have verbally been told we will receive the 95% discount. Although this verbal message was given several weeks ago, no written correspondence has been received from WDC. They have not taken any money from the direct debit that we have set up either.

Health and Safety and fire risk report has been completed and copies of the policy and report had been circulated for comments.

All

The “Village Hall” signpost was scheduled to be moved to a more prominent place during November.

Bev / Michael

Item 5 – Chairman’s Report

Michael reminded the committee that good visibility and appearance of the hall is vital to attract and retain hirers. Bev had worked on the main entrance from Coombe Lane and will be cleaning the brickwork/pillars and planting some plants in the flower beds.

Bev

Michael continues to attend the Residents Association meeting and the MUGA (Multi-Use Games Area) development committee and will continue to represent the Village Hall at future meetings.

Michael presented a pictorial display of all the current projects that are underway or in early stages of planning and how each project had a bearing on each other and the management of the Hall complex. Currently there is the shop development, football club development, MUGA, Cycle path, AV, Carpark entrance, Hall interior and hall exterior upgrades all happening at the same time. Therefore there is a growing need for all parties to work closely together and create a roadmap and project management.

The family film night in the small hall went very well with 35 plus attendees and ice cream and popcorn served by the shop.

Item 6 – Treasurers Report

In Bob’s absence, Michael circulated the current financial reports and read Bob’s report that informed the committee that it was our financial year end and that Bob was busy finalising the accounts to be audited.

- Virgin Money £67,783.53
- CAF Bank £17,611.75
- Total **£85,395.28**

Item 7 – Secretary’s Report

Dylan informed the committee that he had been working on the following areas:

Constitution,

As previously discussed the constitution was found to be in breach of the covenant and the Hopkins Estate requested the constitution match the covenant. The first draft had been circulated amount the officers of the committee and the Hopkins estate as well as liaising with Tony K in order to use his experience in developing an appropriate constitution.

As a result, the current draft was now ready for the wider committee to debate and that it had been circulated. The committee were informed that several amendment had been made from the original draft and although the whole document needed to be agreed, two areas of the documents were left for the full committee to debate.

I. Authority to spend in emergency situations

II. What constitutes a commercial business and should membership of the committee be offered to these businesses

The Constitution needs to be agreed at the next committee meeting and so it was requested that members form an opinion to vote at the next meeting.

Jill Graves requested an email explaining in simple language the options to be considered .

King George V

Dylan had been informed by the Charity Commission (CC) that as the charity does not have a bank account it cannot demonstrate good financial management and is not operating within CC legislation. In addition, as the Charity does not have funds going in and out of a bank account, the charity is not providing a service and therefore cannot be a registered Charity. As an interim measure, Dylan has requested that Bob register a bank account for the King George V charity. A discussion will be held at a trustees meeting on the way forward for King George V Charity.

Conditions of Hire

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

Health and Safety

The recent H&S inspection went well with no major issues highlighted, however there were several recommendations regarding working at heights, recording training and the conditions of hire. These would be addressed soonest.

Item 8 – Maintenance Report

Bev advised that there were no major maintenance issues during September and that he had been undertaking some housekeeping task such as painting

Dylan

Bob

Michael

the stage wall.

There was an idea to place a false ceiling in the corridor to the kitchen to hide the pipework, but this would be investigated further.

Item 9 – Booking Secretary’s Report

In Christine’s absence there was no update.

Item 10 – Fund Raising

Due to Al’s apologies there was no update on fundraising.

Item 11. Football Club

Due to Neal’s apologies there was no update on fundraising

Item 12. Residents Association

Angus informed the committee that the grass cutting event was upon us and asked for volunteers to help on the 18th October

Janet Idle updated the committee with the MUGA progress and confirmed a full site survey had been undertaken.

Funding opportunities had arisen from several sources and that she was Investigating. In addition, the parish council has asked for a brief update on the 13th Oct.

Item 13. Village Shop

Jill requested the shops usual spot at the Christmas Bazaar

The shop would be putting a team forward for the Potter quiz

The shop now had 4 females interested in the training offered by Roger.

Due to no longer being able to use the toilet at the football club, they now had a porta loo for shop users.

Louise had started a dialogue with the school in preparation for the Christmas carol event on the 6th December.

Jill informed the committee that hirers of the hall continued to fill the shop bin with rubbish, which was a cost to the shop.

Item 14. Any Other Business (AOB)

The following items were discussed as AOB:

Diana raised the question about cleaning of the hall in between events. Michael is to take this up with Christine.

Michael asked about the arrangements for the Bazaar, Diana is to meet with Bev, to confirm the services requirements

Judy notified everyone that the annual ploughman’s lunch is on the 7th

Michael

Diana/Bev

Michael

November

Jill Graves requested an additional key for the small hall. Michael is to discuss with Christine.

Bev

Joan advised the committee on the success of the Valley Friends AGM.

Bev

Ian asked if the combination of the lock had been changed as he is unable to lock the gate at night. Bev is to liaise with Ian.

Bev asked if he could purchase new internal Christmas lights. All agreed this was well overdue. Authorised by a unanimous vote.

Bev also raised the issue of the Bins and the fact that the shop bin was being used by hirers and that additional bins would cost up to £1500 per annum (a breakdown of different costs were circulated).

Bev/Jill

It was agreed that the Shop and Bev should discuss the possibility of a joint agreement with the bins as the policy for leaving rubbish at the hall could change shortly. A central bin store and collection should benefit both parties.

Bev informed the committee that he had been undertaking litter picking and approach car users to switch off their engines whilst parked in the car park.

Dylan (on behalf of AI) asked if a date had been agreed for Village Day. Also had a Chair been nominated?

Michael informed the committee that Nick George had been put forward but had not returned Dylan's calls, therefore he would knock on his door as he is a neighbour. Michael also highlighted that everything should be agreed by the AGM and if no one put themselves forward to lead Village day, the committee would need to look to a professional organisation taking on the challenge at a cost.

Future events for the diary:

17th Oct – Potter Quiz

18th Oct – Grass cutting

7th Nov – Ploughman's Lunch

28th Nov – Xmas Bazaar

1st Dec - AGM

6th Dec – Carols and lights on

Item 14 – Date of Next Meeting

The next meeting would be **Monday 2nd November @ 20:00hrs**

Michael thanked everyone for their time this evening and the meeting closed at 21:50