

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON
9th January 2017 @ 8.00pm**

Present	Michael Sole Dylan Jones Angus Idle Diana Gibbons Andrew Flint Christine Powell Bob Hawkins Tony Konieczny Neil Bellamy JillThompson Ian Stearn Judy Biggs Joan Steel Peter Gieler Derek Ransom Jill Graves	Chairman Secretary Residents Association Pre-School HAGA Bookings Secretary Treasurer Trustee Football Club Village Shop Trustee MS Society Valley Friends Parish Council Trustee Art Group
Apologies	Bev Beveridge John Moorby Al Bowyer	Projects Manager Conservation Team Fund Raising

ITEM	PERSON
<p>Item 1 – The Chairman’s Welcome and Introduction</p> <p>Michael wished everyone a Happy New Year and welcomed everyone to the meeting.</p> <p>Michael reminded everyone that this meeting would be slightly different. As we discussed at the AGM in December we needed to reduce the Trustees from 8 to 6 and change the process of choosing the Trustees to be more in line with the Covenant, i.e. ‘the Trustees as chosen by the committee at the first meeting after the AGM’.</p> <p>As this approach is different to subsequent years, it had been agreed that this meeting would focus on that topic and as the Covenant lacked detail the Committee would agree a way of choosing the Trustees for 2017 and future years.</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 November 2016 meeting were agreed as a true reflection of the meeting.</p>	
<p>Item 4 – Matters Arising from the last Meeting</p>	

Michael advised work on the proposed CCTV system was ongoing. Two quotes have been received but further investigation found that the quotes were for a domestic environment and not suitable for the Hall. More quotes have been requested for a commercial CCTV system. It is expected the quote will be in the region of £ 6-7000

Bev has taken on the responsibility of fitting the acoustic panels and will advise the Committee of the plan and proposed dates asap.

Dylan advised that the draft shop lease had been sent to the Shop lawyers before Xmas but there had been no discussions to date.

Michael advised that Bev would be sourcing new lights for the external Xmas tree as soon as possible to ensure we have new lights for this Christmas.

Bev has sourced and ordered a handrail for the steps near the kitchen. Once delivered Bev will fit it.

Peter Gieler gave an update on the playground equipment. The new climbing frame has been inspected and found to be safe with a low risk of injury. The rotten wooden equipment will be replaced and equipment for under 6 yrs old would be sought to replace it.

Dylan advised there had been no progress on the discussion at the last meeting to join the two charities (Hall and King George V Field).

Item 5 – Appointing a Chair Person

Before the meeting could continue, Michael advised that a Chair Person, Secretary and Treasurer had to be appointed. Michael requested applicants from the meeting to put themselves forward for selection.

No other committee member volunteered for a role.

Michael stood for Chair, proposed by Dylan and seconded by Andrew Flint.

Dylan stood for Secretary, proposed by Diana and seconded by Christine

Bob stood for Treasurer, proposed by Judy and seconded by Neil.

Item 6 – Appointing the Trustees

Michael opened the discussion by reminding those present of the discussion at the AGM about the Covenant detailing the Trustees were chosen by the Committee at the first meeting after the AGM. Michael also mentioned how in 2016 the Committee had spent some time understanding the roles of the Trustees and had agreed the Trustees would act as a second house to ensure the Committee operated in line with the ethos of the Covenant and constitution and met the legal requirements of the Charity Commission.

It was also noted that we had had 8 trustees when the Covenant stipulates only 6 and when this was discussed with Covenant holders, they saw no reason to increase the number of Trustees.

It was noted that at the public AGM that an additional 2 individuals had shown interest in becoming Trustees taking the interested parties to approx. 10. Members of the public who attended the AGM also challenged the lack of information available to the public on the availability of positions as Members or Trustees.

An open and constructive discussion was had, with all members encourage to participate.

Some concern was raised about the possibility of a corrupt Committee choosing friends as trustees, which would undermine the independence of the Trustees.

A shared view was that the Covenant needed updating to reflect the modern use of the Hall and the structure of the Committee and Trustees.

A 12 month tenure for Trustees was believed as too short to create a stable environment for the Hall management and oversee long term projects and strategies. The cost of changing the Land Registry documents annually is also a factor to consider.

It was discussed how the Trustees would be run and how the role of Secretary and Chair would be required in both teams and how some individuals had dedicated decades of time and energy into the Hall and could be ousted from the Hall Management by others less committed.

Item 7 – The Decision

For 2017 The Trustees would consist of 2 Officers from the Committee (Chair and Secretary) and 4 non-Committee members to ensure the balance of decision making was independent of the Committee Members. This will be reviewed before the next AGM.

Some concern was raised about the Chairman of the Committee also acting as Chairman of the Trustees, so this will be discussed and a decision made at the first trustee meeting of 2017.

The Trustees will meet at least once a quarter and minute their meetings.

All those interested in becoming a Trustee will be requested to write a short resume (no more than 250 words) on why they want to be a Trustee. These will be provided to the Committee Members who will chose the 4 applicants they wish to be Trustees. The four with the most votes will be notified by the 1st February in time for the next meeting.

Michael will coordinate the voting and receive the nominations. Michael will also inform those interested parties from the public AGM of how they can be included in the process.

The timings will be as follows:

All applicants to submit resume by midday on Sunday 22nd Jan 2017

Committee members will receive the resumes on Monday 23rd Jan 2017.

Votes should be returned to Michael in writing or by email by Midday on Monday 30th Jan.

Applicants will be informed on the 1st February and the committee informed as soon as all applicant verbally accept their positions as Trustees.

Prior to the next AGM Dylan will liaise with the Covenant holders with a view of updating the document to ensure it is more current and in line with the modern running of the Hall and current legislation. Topics for discussion will be:

- Community groups entitled to appoint Committee members
- The process of appointing Trustees
- The term of a trustee to be extended

Item 9 – Projects for 2017

As time allowed Michael took the opportunity to remind the Committee of the projects that were on the agenda for 2017

- Replace all internal doors to modern fire safe doors to update to look and feel of the hall.
- Additional acoustic panelling for the bare brick walls
- An appropriate Bin store with Natural screening
- Brown 'Place of Interest' road sign in the Village
- Widening and securing the road entrance to the hall
- New blinds for the kitchen and committee room
- Remodelling of the entrance to the side of the Hall
- Remodel the current entrance for secure storage of tables and chairs

Item 10 – AOB

Michael requested £1500 to employ a professional that could provide elevation drawing and ideas to modernise the Hall. It was discussed and Michael was requested to seek pre-sales options from architects that would be offered for free.

Peter highlighted problems with some overgrown trees on Cryers Hill that were obscuring the pathway and making the pathway unsafe for children walking to school. Peter requested volunteers from the Hall Committee to assist in cutting back the trees. Peter was asked to supply a date for people to consider and that the Hall would try and provide refreshments should a team of volunteers undertake the work.

Gill thanked Michael for his involvement in sorting out the issue of the lady that hurt her hand on an exposed nail in the Hall.

Jill advised that the Shop was looking to reopen this coming March.

Diana informed the Committee of a planning application for an access road to Hopkins farm barns.

Bob advised that he would provide 3 months of financial accounts for the Hall at the next meeting.

Dylan requested a round of applause to show our appreciation for the members of the Committee who were involved in the Panto last month. Michael informed those present that the Panto raised approx. £1300.

Item 14 – Date of Next Meeting

The next Committee meeting would be held on Monday 6th February 2017 @ 8pm

Michael thanked everyone for their time this evening and the meeting closed at 21:18.