

**MINUTES OF MEETING FROM THE HUGHENDEN VILLAGE HALL COMMITTEE HELD ON  
5<sup>th</sup> September 2017 @ 8.00pm**

<b>Present</b>	Dylan Jones Bob Hawkins Angus Idle Neil Bellamy Ian Stearn Joan Steel Jill Graves Tony Konieczny John Moorby Vicky Bellamy Diana Gibbons Judy Biggs	Secretary Treasurer Residents Association Football Club Resident member Valley Friends Art Group Trustee Conservation Team Trustee Trustee MS Society
<b>Apologies</b>	Peter Gieler Michael Sole Jill Thompson Christine Powell Andrew Flint	Parish Council Chairman Village Shop Bookings Secretary HAGA

ITEM	PERSON
<p><b>Item 1 – The Chairman’s Welcome and Introduction</b></p> <p>Dylan opened the meeting and welcomed everyone. Dylan gave Michael’s apologies and requested that the Committee be patient as he attempted to minute and Chair the meeting.</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>All present accepted the minutes of the last meeting as a true reflection of the meeting.</p>	
<p><b>Item 4 – Matters Arising from the last Meeting</b></p> <p>Dylan advised that Michael had prepared the outstanding matters from the last meeting.</p> <p>CCTV system was ongoing and that a preferred supplier was appointed and a preinstall meeting had taken place. Installation would be agreed when Michael and Bev were back from holiday.</p> <p>A planning meeting for Village Day 2018 would take place on the 21<sup>st</sup> September.</p>	<p>Michael</p> <p>All</p>

## Item 5 – Chairman’s Report

Michael prepared a written report:

Michael wanted to stress his continued disappointment at the amount of outstanding maintenance tasks that were still outstanding (list provided at the end of this document). He will be addressing these issues with Bev when Bev returns from holiday.

Michael advised that he had received a cheque for £1170 from the Parish Council as an annual donation for the upkeep of the hall. Michael had written a letter of thanks and advised the Parish Council that the money would be used to replace the fire doors.

Most of you will have seen the new doors. Unfortunately, there was a significant delay in the delivery of the doors and so the remaining work will be completed during the October half term.

Diana raised a question about door stops that would keep the door open between the kitchen and the Hall. Users of the hall often carry heavy equipment into the kitchen and the heavy fire doors are a hindrance when your hands are full.,

Ian Stern requested that the kick plates and door furniture were not forgotten.

The Valley Players will be starting the preparations for the Panto and will be casting on the 11<sup>th</sup> September in the large hall. All members are encouraged to attend.

Michael

Michael

All

## Item 6 – Treasurers Report

Bob talked through the accounts that were circulated by email prior to the meeting. Bob highlighted that the accounts showed two months of payments and receipts. There was very little to note other than the large payments for the repair of the garage roof and replacement doors.

Following a recent meeting of the sub-committee to look at next year' tariff Bob circulated the notes along with a schedule of next year's proposed charges which show a slight rise.

Bob took the committee through the decision making processes & findings of the sub-Committee and agreed to adopt the suggested tariff for 2018.

Bob also praised the work that Christine undertakes in the management of the Hall bookings. All present agreed.

### Bank Balances

CAF Cash	13917.05
CAF Gold	3230.99
Virgin Money Dep a/c	3766.03
Virgin Money Notice a/c	67138.55

**Total** **88052.62**

### **Item 7 – Secretary’s Report**

Dylan advised that the request to the Charity Commission to merge the field and Halls charities into one registered charity had been completed

The request to change the name to reflect the two areas of the charity has also been submitted to the Charity Commission and chased due to the length of time taking to respond. Dylan advised that he has politely been asked to stop chasing the Commission.

Dylan also advised that having sought legal advice, the Hopkins Estate will not update the wording of the Covenant to reflect the current environment and more modern operation of the Hall. Dylan has agreed to meet with Mr Hopkins to understand the reasoning and how the Hall Committee should continue to modernise with the current Covenant. A date in September will be arranged to meet with Mr Hopkins.

Because of the changes to the charities, Dylan reminded the Committee that the Constitution required updating to reflect the new charitable aims of the charity. Dylan suggested that he and Angus work on the draft Constitution and share it with the Committee at the earliest opportunity.

Dylan informed the Committee that both he and Michael had personal/work commitments in December and would miss the AGM. Dylan requested that the committee agree to postpone the AGM until Monday 22<sup>nd</sup> January 2018 to allow for Michael and Dylan to be present. It was felt that it would be unfair to expect other members of the committee to run the AGM.

All present agreed that the AGM should be delayed. Dylan advised he would make the change public in during October.

Angus/Dylan

Dylan

### **Item 8 – Maintenance Report**

Dylan presented a pre-prepared list of outstanding tasks that Michael had prepared. Dylan again stressed Michael’s frustration at so many outstanding tasks. A list will be detailed at the end of this document.

Dylan advised that the code to the lock on the field gate has not been changed as previously minuted.

Neil informed the Committee that an old BBQ was present on the field near the chalk bank which needed disposing of.

Ian asked about the small hall window that was open for several days. Dylan advised that Michael had arranged a repair.

### **Item 9 – Football Club update**

Neil gave an update on the start of the football season. The badgers had stayed away thus far but rabbits are present on the far pitch.

**Item 10 – Fund Raising Report**

Vicky ran through the planned events for the remainder of the year,

Potter quiz 21<sup>st</sup> October 2017  
Xmas Bazaar 25<sup>th</sup> November 2017  
Xmas Dance 16<sup>th</sup> December 2017

Dylan advised that he had been approached by the Ubiquitous Theatre Group to do a one-night show in March. The event will be a profit share arrangement with the Hall. Once the team has taken out their expenses which on average was £250 with full takings of around £1000

Michael has agreed that we should engage with the theatre group to create an event for the Village The event will take place on the 23<sup>rd</sup> March 2018.

**Item 11 – AOB**

Jill showed Dylan how the art equipment in the garage had fallen to the ground following the roof works. Jill requested that the equipment be repositioned on its hangers. Dylan will see if someone is available to assist.

John advised that the conservation group will start their fortnightly gatherings in October. All volunteers welcome.

A request was made to have the litter bins emptied.

Neil advised that in his role as a member of the sports committee, he will be circulating the new proposed all weather pitch business case which has address the concerns of the highways agency and Hall Committee. Once presented to the Committee the next steps will be to inform the residents of the updated plans.

Dylan suggested that Neil arranges a sub-committee meeting to take the Committee through the details of the plan.

Neil also informed the Committee that Richard Martin, the old shop owner had died.

Dylan raised a point for Christine who had sent her apologies. Christine wanted to remind the Committee that the hall was hired for the FishEye Film festival in October and that the Committee has recommended that if not publicity was seen by mid-September that the hiring would be cancelled. Dylan advised he would email the organiser on Monday the 11<sup>th</sup> if no publicity had been received.

**Item 14 – Date of Next Meeting**

**The next meeting would be held on the 2<sup>nd</sup> October 2017 @20:00hrs in the Committee room.**

Dylan thanked everyone for their time this evening and the meeting closed at 20:43

Maintenance

All

Maintenance

Neil

Dylan

Maintenance and project list

Status	Project
Completed	Order 4 new tables
Outstanding	Create Asset Register
Outstanding	Organise "brown tourist sign" for village hall directions
Outstanding	Obtain layout plan & quote for permanent marking of parking bays
Outstanding	Arrange for relocation of gas meter
Outstanding	Obtain quote for widening entrance inc. reconstruction of brick pillars
Outstanding	Install LED lights to "v" roof line
Outstanding	Relocate Fire
Assembly Point to suitable place	
Outstanding	Complete installation
of acoustic panels on walls	
Outstanding	Supply and fix
replacement	"Harry Potter" plaque
New	Prepare cost benefit analysis for installation of solar panels on roof
New	Repair/replace tea trolley
New	Repair/replace piano stool
New	Install Insectocutors in the 3 kitchens
New	Obtain quote for replacing front entrance doors with double-glazed UPC doors
New	Share Key Fob loading system