

MINUTES OF MEETING FROM THE HUGHENDEN VALLEY VILLAGE HALL COMMITTEE
HELD ON 3rd December 2018 @ 8pm

Present	Jill Graves Andrew Flint Joan Steel Diana Gibbons John Moorby Jonathan Hilder Darryl Beckwith Neil Bellamy Bob Hawkins Dylan Jones Victoria Bellamy	Art Group HAGA Valley Friends Trustee Conservation Team Village Shop Resident Football Club Treasurer Secretary Trustee
Apologies	Peter Gieler Judy Biggs Derek Ransom Michael Sole Angus Idle Kerry Franklin Roland Wales Christine Powell	Parish Council MS Society Trustee Chair Residents Association Playground Rep Trustee Bookings Secretary

ITEM	PERSON
<p>Item 1 – The Chairman’s Welcome Dylan welcomed everyone to the meeting and explained that Michael was on holiday and that he would Chair the meeting and take the minutes.</p>	
<p>Item 2 – Apologies Apologies were declared, acknowledged and recorded.</p>	
<p>Item 3 - Record of Minutes from the last Meeting The Minutes from November’s meeting were agreed as an accurate record of the meeting.</p>	
<p>Item 4 – Matters Arising from the last Meeting Grundon's continues to fail to collect on a Monday and that alternative arrangements are still being investigated. Roland was not present to give a detailed update. Michael has received detail of security services that could manage future teenage parties. He will investigate further on his return from holiday Dylan provided a breakdown of the background to the shop lease by email as requested. Dylan suggested further discussion take place as AOB to allow time for other matters to be discussed. Hall Hire charges have been analysed as requested and Bob will explain the outcome within his update. Michael has spoken with the Thursday Art club to explain that the running club are welcome to use the car park.</p>	<p>Roland</p> <p>Michael</p>

<p>Dylan and Angus were to meet to discuss the grass on the field and how to progress ensuring the correct type of grass could be used on the field and who should drive the project forward. Unfortunately, they were unable to meet and no update is available.</p>	<p>Dylan/Angus</p>
<p>Daryl advised that he had progressed the H&S inspection and would meet with Dylan to finalise the report.</p>	<p>Darryl</p>
<p>Item 5– Chairman’s Report</p>	
<p>Dylan advised that Michael had left a written brief for the Committee.</p>	
<p>Thanks to Diana who organised the Christmas Bazaar. Turn out was good and steady throughout the day.</p>	
<p>Thanks also goes to Bob and Dylan who are attending their last Committee meeting having contributed to the Hall for several years.</p>	
<p>Dylan also commented on how successful the Carol service and light switching on celebrations went very well.</p>	
<p>Item 7 – Treasurers Report</p>	
<p>Bob circulated the accounts for the month for comment. Bob explained that there was a small amount left in the playground fund and a discussion was held about the possibility of a table tennis table.</p>	
<p>Bob recommended that the hire charges be raised by 5% for 2019. Those present agreed.</p>	
<p>Bob explained the process he had undertaken to select a new energy provider for the Hall. Those present thanked Bob for his hard work and agreed with the recommendations put forward by Bob.</p>	
<p>Bob also informed the Committee that Bev had informed him that his fees were increasing in the new year. A discussion was held about the rates which were deemed to be acceptable by the Committee. However, if the expenditure was to increase the Committee wanted a more formal approach to the engagement.</p>	
<p>Weekly timesheets would need to be submitted. Darryl and Jonathon offered to provide templates for the timesheets and job recording.</p>	
<p>In addition the Committee would like to set the priorities for all maintenance and have a list of suppliers that we agree to use.</p>	
<p>The Committee also discussed that the Maintenance Contractor should not be contacting hirers directly. This is the responsibility of the Hall Committee and the Booking Secretary.</p>	
<p>Item 8 – Secretary’s Report</p>	
<p>Dylan advised that he was now focusing on the AGM and that unless the Committee members attached to clubs informed him of any changes for next year he would prepare the paperwork to reflect no change.</p>	

Item 10 – Maintenance Report

Dylan advised that he was not aware of any of any outstanding items to discuss.

Item 11 – Booking Secretary's Report

With Christine away there was no update.

Item 12 - Playground Sub Committee Update

With Kerry away there was no update on the playground.

Item 10 Village Shop Update

Jonathon advised that he had a draft lease to present to the Committee. It still required a few amendments but would be emailed to the Committee before the end of the week. Dylan advised that he would ensure the legal team received a copy and thanked Jonathon for moving this forward.

Dylan

Item 11 Football Club

Neil informed the Committee that the Band night went well and that they had new goals for Hughenden School field and Little Missenden where they rent the fields.

Neil thanked the Committee for the new bin on the field and informed those present of the Disco at Magnolia Park.

Item 12 – Fund Raising

Vicky advised that the Bazaar had raised £1157 and that tickets were available for the Xmas dinner and dance. Raffle prizes were needed and the Committee were encouraged to assist.

Next year Vicky was considering a pub games evening and Dylan advised that Ubiquitous wanted to return to the Hall.

Item 13 Any Other Business (AOB)

The following items were discussed as AOB:

Jill advised the Art Exhibition went well and that they still had a waiting list for people to join their Art Club.

John Moorby advised that he had been doing additional work for the conservation team during the week to move things on and make up lost weekend time. He was also considering a Winter walk and talk to demonstrate how things are different this time of year.

Andrew advised that the HAGA AGM was taking place on Friday.

Dylan advised that Michael had requested the Committee discuss a complaint where a member of the public was upset after being accosted by the Maintenance contract for leaving their engine running while sat in their car in the car park. They were informed that the Committee has a engine off policy. It was agreed that the Hall does not have an engine off policy and that the maintenance contractor should not be representing the Hall and approaching customers of the Hall.

A discussion was also held about access to the CCTV system and the Committee agreed that the Maintenance Contractor has no requirement to have access to the recordings as he is not part of the management team and it does not comply with our GDPR policy.

Item 14 – Date of Next Meeting

The next Committee meeting will be on **Monday 4th February 2019 with the AGM taking place on Monday 7th January 2019.**

Dylan thanked everyone for their time this evening and the meeting closed at 21.27hrs.

Key Dates:

AGM

7th January 2019

Michael