

**MINUTES OF MEETING FROM THE HUGHENDEN VALLEY VILLAGE HALL COMMITTEE**  
**HELD ON 14<sup>th</sup> May 2018 @ 8.00pm**

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

ITEM	PERSON
<p><b>Item 1 – The Chairman’s Welcome and Introduction</b> Michael welcomed everyone to the meeting.</p>	
<p><b>Item 2 – Apologies</b> Apologies were declared, acknowledged and recorded.</p>	
<p><b>Item 3 - Record of Minutes from the last Meeting</b> The Minutes from Aprils meeting were agreed as an accurate record of the last meeting.</p>	
<p><b>Item 4 – Matters Arising from the last Meeting</b> The actions from the last meeting will be picked up as part of the agenda items. Other ongoing items are;  The shop lease discussion has not progressed and seems to be held up by the shop legal team. Louise agreed to chase but explained they were doing it as a free piece of work for the shop and as a result it was difficult to ask them to prioritise it.  Michael reminded the Committee that Dylan wanted to stepdown as secretary and that somebody needed to step up and take on the role.  The renewal of the football club lease was still underway.</p>	<p>Michael</p> <p>Committee</p>
<p><b>Item 5 – All weather Pitch Discussion</b></p>	

Michael requested that the agenda be changed to allow the planned discussion on the All-Weather Pitch to be brought forward to allow the appropriate time, rather than rushing it at the end of the meeting.

The agenda item was requested by John Moorby who runs the Conservation team. He was disappointed by the content of the planning application as he believed it was misleading.

John informed the Committee that neither he nor the rest of the conservation team had been approached to comment on the content of the planning application even though the application detailed that they had been consulted.

A discussion was had about some of the comments in the application which John believed to be misleading. A debate commenced about the accuracy of the planning application and Michael reminded everyone present that the agenda item was not an opportunity to debate the planning application details, but to inform the Committee of the Conservation teams position on the proposal.

Michael advised that each Committee member has the opportunity to log their individual support or objections via the planning departments website.

Kerry raised concern that there was no website that offered the community the opportunity to vote on the proposal and suggested the Sports Committee employ the services of a web voting service.

Peter Geiler read a statement from the Parish Council stating that they did not support the proposal. The detailed statement can be found on the Parish Council website or WDC planning application website.

#### **Item 6 – Chairman’s Report**

Michael updated the Committee on the discussions undertaken with an architect to discuss the opportunities for improving the layout and improving the aesthetics of the hall. One meeting has taken place and another was due towards the end of the month. Once some ideas have been documented, Michael will bring the drawings to the Committee for comment.

This will allow the Committee to plan the expenditure over the coming years and cement the commitment of the Hall funds. This will address the constant view that the Hall has a wealth bank balance. The funds have grown through fund raising and there are still several projects that need to be addressed. These are;

- Refurbishment of the flooring - £6,000
- Replacement of external doors - £10,000
- Resurfacing of the Carpark - £20-£30,000
- Widening of the Vehicular entrance - £10,000
- Recovering of the main roof - £20,000

Michael

Michael advised that a Trustee meeting had taken place earlier in the month. Tony was elected as the Chair of the Trustees and the discussions included the shop lease, the playground, Hall plan and the details of the financial auditor's report. The Minutes will be sent to the Committee for perusal.

Dylan

Michael also informed the Committee that the cleaner had resigned and would leave at the end of the month. Michael is hoping that he can meet with the cleaner next week to discuss what needed to be done so that he can approach others to undertake the work.

Michael suggested that due to the short notice resignation, a short-term solution would be sought to allow time to arrange a proper contract. The likelihood is that the cost of cleaning will rise significantly as a result of this change.

Michael suggested that the financial auditor should attend the Trustee meetings to advise the Trustees on process. Bob and Dylan highlighted that the Auditor has to remain independent and could not undertake that role.

### **Item 7 – Treasurers Report**

Bob circulated the accounts and bank statements for the month of April. There was nothing of note in the April accounts.

Bob also shared the work and comparisons he had undertaken as part of the renewal of the energy supplier. Bob gave a detailed explanation of each supplier and their customer service ratings. He also circulated the cost comparison worksheet he had used to identify the new supplier.

Bob recommended British Gas and all those present agreed. Michael thanked Bob for his due diligence and time spent on the matter.

### **Item 8 – Secretary's Report**

Dylan informed the Committee that he had yet to document a GDPR policy but he would attempt to have it ready for the next meeting.

Dylan informed the Committee that he had now met with Darryl to discuss the Health and Safety role and that Darryl was happy to proceed in this position.

They had agreed that this year Darryl will follow the guidelines and practices put in place by the independent assessor. However, next year will be four years since an independent assessment had taken place and so suggested that another independent assessment takes place to ensure we are up to date with current legislation.

### **Item 9 – Constitution Discussion**

Dylan advised that an agenda item had been included to allow the Committee to discuss the proposed (minor) changes to the Constitution. It was felt that at previous meetings the item had been rushed and needed more time.

A short discussion was held and comments raised about the appropriateness and relevance of some of the legacy governance included in the Constitution. Dylan reminded those present that the Constitution is

written in the Covenant and the Covenant holders, although willing to change the wording, were advised not to by their legal advisors. Hence why there are limits to the changes we can make.

Dylan informed the Committee that the Constitution did not need to go to the public AGM to be ratified, however this has been the process in the past. Therefore, it was suggested that the Committee agreed the Constitution and use it as the governing document until the AGM in December where it will be agreed at the public AGM. This approach will mean the Constitution will be on the website for a few months for all to see.

All present agreed to this approach.

#### **Item 10 – Maintenance Report**

Michael reminded the Committee that Bev was away on holiday for several weeks and that he would oversee things in his absence.

Since the last meeting Michael had obtained another quote for refurbishing the hall floors. He now had three quotes which he had documented. Michael passed the document around the Committee. A discussion was held and all agreed that Ironwood were the preferred supplier on price but references would need to be obtained. Michael agreed to do this.

Due to the limited time available to undertake this work (August school holidays) Michael needed to agree a contract soon. The Committee agreed that should the references for Ironwood be poor then he could approach the other suppliers without referring back to the Committee. Michael would keep the Committee up to date via email as the next meeting wasn't until July.

Michael also advised that he was obtaining one more quote for replacing the external doors which he will bring back to the Committee in July.

#### **Item 11 – Booking Secretary's Report**

Christine advised that the bookings continued to do well. There had been a complaint by one hirer due to the parking.

It transpires that the football club had failed to manage the parking (no signs were put out) and the Car park was full due to two home games being played. Both Halls were also in use.

Michael asked Dylan to take this up with Neil.

#### **Item 12 - Playground Sub Committee Update**

Kerry reminded those present about her presentation at the last meeting and the need to raise £15000 to replace the playground equipment.

A discussion was held about the fundraising and the urgency to have the equipment in place for Village Day in July.

Michael proposed that the Hall donate £5000 and suggested that the Parish Council match fund. Peter Geiler was confident that the Parish Council would agree to this, but timing would be an issue. The next meeting to authorise this would not be for some time yet.

Michael

Michael proposed that the Hall loan the playground group the money required so that they could progress with the project. The costs would be recovered when the Parish Council and the fundraising events had raised the appropriate funds.

A vote was held and those present agreed.. Kerry was asked to proceed with the project and the Hall would underwrite any costs up to £15,000 with a view to receiving £10,000 back when the funds were available.

#### **Item 10 Village Shop Update**

Louise informed the Committee that the shop was doing well and would be screening the Royal wedding next weekend.

Several present commented on the new signage and how good it looked.

#### **Item 11 Football Club**

As Neil was absent there was no football club update.

#### **Item 12 – Fund Raising**

Vicky's gave a quick update on the preparations for Village Day.

#### **Item 13 Any Other Business (AOB)**

The following items were discussed as AOB:

Diana raised concern about the cleanliness of the Hall. Michael is addressing this.

Judy informed the Committee that they had a scaffold tower for use at the Hall if we wanted it.

Peter advised the Committee that the Parish Council would be adopting a new approach to grass verge cutting and will be collection the cuttings from now on. This raises the cost and so they are working to find sponsors to adopt areas of grass verge.

Affinity Water has agreed to invest £250,000 into maintaining the local chalk streams.

Jill reminded Michael about the need for cupboard locks in the small hall.

Louise raised the need to ensure hirers were aware of the Terms of Hire and the hirers responsibility to clean the hall after use. The terms should also include instructions on where to find the cleaning materials and for them to be in good condition

John Moorby requested £200 to fund the clearing of the bank in time for Village Day. All agreed

Andrew gave an overview of the recent HAGA trip.

Angus reminded everyone of the fund raising for the Doppler machine for the surgery.

Kerry

**Item 14 – Date of Next Meeting**

The next meeting will be on **Monday 2<sup>nd</sup> July 2018 with the Conservation walk on the 4<sup>th</sup> June starting at the small hall @19:30.**

Michael thanked everyone for their time this evening and the meeting closed at 21:31hrs.

**Key Dates:****Conservation Walk****4<sup>th</sup> June 2018****Village Day****14<sup>th</sup> July 2018****Xmas Bazaar****24<sup>th</sup> November 2018**