

Hughenden Valley Village Hall Monthly Meeting Minutes

01/06/20

Opening:

Due to the ongoing COVID 19 crisis there have been no meetings since March, the meeting was held over zoom, after a technical delay the meeting was opened at 20:34 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Apologies	Residents Association	Apologies
Valley Friends	Apologies	Bookings Secretary	Position Vacant
Trustee	Sam Morrison	Village Shop	Louise Jones
Conservation Team	John Moorby	Playground Rep	Kerry Franklin
Treasurer	Apologies	Secretary	Clive Webb
Parish Council	Apologies	Resident	John Beveridge
Football Club	Neil Bellamy/Dave Hilling	Trustee/Valley Players	Apologies
Trustee	Apologies	Trustee	Darryl Beckwith

Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from Roland Wales, Jonathan Hilder, Andrew Flint, Joan Steel, Judy Biggs, Angus Idle, Peter Gieler and Diana Gibbons.

Item 3 - Record of Minutes from the last Meeting

The Minutes from March were agreed as an accurate record of the meeting.

Item 4 – Matters Arising from the last Meeting	<i>Action</i>
Last month the meeting was agreed that intumescent strips were needed for the fire exits and a metal cupboard was required for safety documents in the hall. This is carried over as Graham and Bev have been affected by the lockdown.	<i>Graham and Bev</i>
Fire safety audit action list is ongoing. The immediate high priority problems have been solved. The sub-committee will meet again in due course to review progress – carried over.	<i>Bev, Michael, Graham and Clive</i>

Vision 2020 pre planning report from council due this week - Carried over due to COVID lockdown. No further progress will be made without agreement from the committee.	<i>Michael/All</i>
Kerry to post advert for Bookings Sec on Facebook	<i>Kerry</i>
The microphones need attention, Bev volunteered to investigate. Carried over due to COVID lockdown	<i>Bev</i>
Bev has detailed both halls capacities, Kerry to input on T&C's on web site for different scenarios.	<i>Kerry</i>
Toilet redecorating completed.	
The neighbours bin store has been removed, John to oversee re-hedging.	<i>John</i>
We are still awaiting the audited account for submission to the charity commission, Clive to follow up with Jonathan. Carried over	<i>Clive/Jonathan</i>
Bev has written an article in The Hughenden News with regard to owners cleaning up dog mess.	
Last month Michael told the meeting that he had received a complaint from a villager as to the management of the conservation area, the meeting then concluded that the village hall should improve communication. Two suggestions were made, to expand the June walk and use the Hughenden News. Andrew wrote a piece for the next issue, however the June walk will not take place due to the lockdown.	<i>Michael/All</i>
Last month Bev raised the issue of the CCTV set up. There is a problem with how it's powered and the data required is not available when needed. Bev is going to source power to the roof space and Daryl is going to give access control to Graham and Bev.	<i>Bev, Graham and Daryl</i>
Item 5– Chairman's Report	
Michael thanked Louise and all her staff and volunteers for all their efforts keeping the shop operational and serving the community during the lockdown.	
Michael briefed the committee on the hall maintenance during lockdown since the last meeting in March. At least two visits per week, all water sources run, electrical services off and security checked. A major deep clean of the halls was made including chairs and tables.	
With the loosening of the lockdown the pre-school started Monday 01/06/20 after completing the ACRE advice specifically for reopening pre-schools in village halls, including COVID 19 risk assessments, fire and health and safety checks and cleaning regimes.	
Item 6. – Treasurers Report	
The Treasurer sent his apologies, Michael read out his report, the May 20 totals had earlier been distributed by e-mail. Expenditure	

has declined due to the lockdown; the income generally has collapsed bar May when we received a grant from the county council.	
Item 7 – Secretary’s Report	
The Charity Commission have extended the account submission deadline by six months, Jonathan has nearly completed these accounts.	<i>Jonathan/Clive</i>
We need to renew our insurance at the end of July, Clive to source quotes, he will send details to Trustees to approve our requirements.	<i>Clive/Trustees</i>
The last H&S audit and COSHH audit reports Clive has the records for were 2015, Daryl to investigate.	<i>Clive/Daryl</i>
Item 9 – Booking Sec’s report	
The Hall other than pre school will be closed up until the end of June at least. Several events over the Summer have been cancelled.	
Item 10 - Maintenance Report	
Water softener for the dishwasher needs sorting, when possible Bev will show Graham for future maintenance.	<i>Bev/Graham</i>
Item 11 – Community Shop Update	
Louise requested on behalf of the shop a canopy and tent to be erected, there was a problem in the distribution of a diagram showing location and sizes. Clive will send out another copy, could everyone respond with their thoughts by Friday please.	<i>Clive/All</i>
Item 12 – Football Club Update	
Neil explained that all football was cancelled due to the epidemic. The season was declared null and void.	
The Football Club AGM was to be held next weekend; it will now be held over zoom. All officers are up for re-election as they are stepping down. Volunteers have been sourced for all posts. Neil introduced Dave Hilling who is taking over the role of Chairman.	
The Football Club have used a lot of water over the last few weeks in re-seeding the pitch, they agreed to pay if The Village Hall has excess water rates.	<i>Michael/Neil/Dave</i>
The back pitch has had a problem recently with anti-social behaviour.	<i>All</i>
Item 13 Conservation Group	
At the moment we have drought conditions, everything has slowed growth considerably. Due to COVID the group has been quiet but they aim to do a hay cut late August.	
Item 14 – Fund Raising Update	
Potter Quiz was cancelled due to COVID, similarly Village Day has been cancelled until next year. Michael thanked Simon, Louise and everyone on the hard work they had done but events have overtaken us.	<i>All</i>
Item 15 A.O.B.	

Louise thanked HVFC for the use of their toilets.	
Michael reported that construction has started on neighbouring property, Louise to report any problems.	<i>Louise</i>
The Trustees meeting due this week will be rescheduled due to lockdown.	<i>Trustees</i>
Michael asked the meeting to consider what the WDC grant should be used for? Report next meeting.	<i>All</i>
Louise asked when the bottom branches and xmas tree lights would be sorted, Bev said he would due the job when restrictions eased.	<i>Bev</i>
The playground continues to be shut, Kieran maintaining grounds.	
Sam reported problems with litter around the Bus Stop, Bev volunteered to erect a sign.	<i>Bev</i>

Meeting was adjourned at 21:26 by Michael.
Next meeting 06/07/20, 8.00pm, Committee Room.
Minutes submitted by: Clive Webb.