

## Hughenden Valley Village Hall Monthly Meeting Minutes

06/07/20

### Opening:

The meeting was held over Zoom and opened at 20:04 by Michael.

### Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Andrew Flint	Residents Association	Apologies
Valley Friends	Apologies	Bookings Secretary	Position Vacant
Trustee	Apologies	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	Dave Hilling	Trustee/Valley Players	Diana Gibbons
Trustee	Apologies	Trustee	

### Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting.

### Item 2 – Apologies

Apologies were received from Roland Wales, Jonathan Hilder, Sam Morrison, Joan Steel, Judy Biggs, Angus Idle and Darryl Beckwith.

### Item 3 - Record of Minutes from the last Meeting

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

<b>Item 4 – Matters Arising from the last Meeting</b>	<b>Action</b>
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. <i>This is carried over as Graham and Bev have been affected by the lockdown.</i>	<i>Graham and Bev</i>
Fire safety audit action list is ongoing. The immediate high priority problems have been solved. <i>The sub-committee will meet again in due course to review progress – carried over.</i>	<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	<i>Michael/All</i>

made without agreement from the committee. <i>Carried Over</i>	
Kerry has had one response for the Booking Sec role in relation to the Facebook advert.	<i>Kerry</i>
The microphones need attention, Bev volunteered to investigate. <i>Carried over due to COVID lockdown</i>	<i>Bev</i>
Clive has sourced three quotes for our insurance renewal, we have raised the rebuilding costs to £1.5 million and the contents to £25000. This and the general increase in insurance costs has significantly raised the premium, the lowest quote we have at present is around £1700. Clive, Michael and Jonathan will discuss which policy is best.	<i>Clive</i>
The last H&S audit and COSHH audit reports Clive has complete records for are from 2015, Daryl has sent through to Clive the updated records. The committee decided to arrange a full H&S audit. Bev said he would ask Pat to complete.	<i>Clive, Bev</i>
The neighbours bin store has been removed, John to oversee re-hedging. <i>Carried Over</i>	<i>John</i>
We are still awaiting the audited account for submission to the charity commission, Michael explained we were waiting for just one confirmation of interest paid then the accounts can be completed. <i>Clive to follow up with Jonathan, Carried over</i>	<i>Clive/Jonathan</i>
The committee discussed the recent grant from the council to help cover the costs from the COVID crisis, it was decided to delay making a decision as our income is still severely depleted.	<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>Carried Over</i>	<i>Bev, Graham and Daryl</i>
<b>Item 5– Re-opening of the village hall</b>	
Michael went around the participants in the meeting to gauge the requirements from the village hall on re-opening. Most of the group confirmed that even if the hall was allowed to open at the moment their groups would not be returning yet. There were concerns over social distancing, hirers responsibility over cleaning, access to sanitizers and toilet access.	<i>All</i>
Michael briefed the committee on the playground re-opening. The government have said playgrounds can reopen provided they meet certain conditions, the Parish Council have delayed re-opening until they can definitely meet these requirements, in consultation with Kerry it was decided the Hall would do the same.	<i>Kerry/Michael</i>
<b>Item 6. – Chairman's Report</b>	
Nothing to report.	
<b>Item 7 – Treasurer's Report</b>	
Jonathan is having computer access problems and will send the	<i>Jonathan</i>

monthly report when sorted.	
<b>Item 9 –Secretary’s report</b>	
One of the committee members has recommended a change to the Agenda and meeting format. The committee decided that if any member specifically wanted an item discussed they should forward the item to the secretary for adding to the Agenda, instead of the Agenda subsets for each group a new User Group feedback line would be added, the HVRA would be added to this group.	<i>Clive</i>
A discussion was held over the maintenance of the access to the footpaths from the village hall land, John volunteered to maintain the access.	<i>John</i>
Angus would like people who visit the wild flower site to send him a record of what they see, for updating a record.	<i>All</i>
<b>Item 10 - Maintenance Report</b>	
Issues all dealt with if anyone has any problems contact Michael/Graham.	<i>Graham</i>
<b>Item 11 – Community Shop Update</b>	
Louise has soft opened the outside space at the shop with service from the front door, the tables have been spread out to allow for social distancing, Louise asked that the orange fencing be removed, Bev to review.	<i>Bev/Louise</i>
The planting outside the kitchen will not be completed until the winter.	<i>John</i>
There was a discussion about the security of the car park overnight, Louise to communicate with Michael on closing the car park at night.	<i>Louise/Michael</i>
A customer had discussed with Louise about siting benches on the football field. It was decided Michael will discuss this with the customer, check the Covenant and then if suitable raise a proposal and present it to the next meeting.	<i>Michael</i>
<b>Item 12 – Football Club Update</b>	
Dave explained the water use has decreased dramatically due to the change in weather.	
Socially distant training has resumed, no info yet on when matches would start.	
<b>Item 13 Conservation Group</b>	
Due to COVID the group has been quiet but they aim to do a hay cut late August.	
<b>Item 14 – Fund Raising Update</b>	
Michael will discuss with Vic as to whether preparations should be made for the Village Hall Xmas Bazaar and Xmas Dance	<i>Michael/Vicky</i>
<b>Item 15 A.O.B.</b>	
Customers have complained to Louise over the neighbour’s hedge obscuring the road and causing problems exiting the site. Michael to investigate.	<i>Louise/Michael</i>

Michael reported that Shona has resigned from the Parish Council, Michael will send a letter on behalf of the committee to thank her for her help over the years.	<i>Michael</i>
Although we do not normally hold a meeting in August due to COVID it was decided a meeting will be held, probably over Zoom.	<i>All</i>

Meeting was adjourned at 21:24 by Michael.

Next meeting 03/08/20, 8.00pm.

Minutes submitted by: Clive Webb.