

Hughenden Valley Village Hall Monthly Meeting Minutes

01/04/19

Opening:

20:00 – Michael opened the meeting.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Victoria Bellamy
Art Group	Jill Graves	MS Society	Judy Biggs
HAGA	Apologies	Residents Association	Angus Idle
Valley Friends	Joan Steel	Bookings Secretary	Christine Powell
Trustee	Diana Gibbons	Village Shop	Absent
Conservation Team	John Moorby	Playground Rep	Absent
Treasurer	Jonathan Hilder	Secretary	Clive Webb
Parish Council	Apologies		
Football Club	Neil Bellamy		

Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from Andrew Flint, Darryl Beckwith, Roland Wales and Peter Gieler.

Item 3 - Record of Minutes from the last Meeting

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

Item 4 – Matters Arising from the last Meeting	Action
Joan has not been receiving minutes, Clive to resend.	<i>Clive</i>
Darryl was not present so with regard to the H&S report it will be carried over to next month. Clive and Michael to have separate meeting with Darryl.	<i>Darryl, Michael and Clive</i>
Christine had raised the T&C's on booking the village hall were out of date, Kerry, Vicky and Christine have arranged a meeting to review. They will report next month. Carried Over	<i>Christine, Kerry and Vicky</i>
Kerry at the last meeting proposed a web site update, cost around £500. As Kerry not here this was carried over.	<i>Kerry</i>

Jonathan to meet Manor Estates with regard to snow clearance.	<i>Jonathan</i>
Michael thanked everyone for attending 20/20 Vision meeting. Minutes to follow shortly.	<i>Michael</i>
Michael has the master code for the front door lock fobs.	<i>Michael</i>
Michael to arrange a full review of electrics in the halls, Clive to sort last PAT test for list of devices.	<i>Michael/Clive</i>
Acoustic panels still to be sited, carried over.	<i>Michael</i>
New garage door ordered.	
Irrigation system fixed.	
Extra Chair trolley to be ordered by Michael.	<i>Michael</i>
The lack of cups in the small hall was investigated, it was decided there were enough throughout the whole site. Diana said she would list the correct utensils that each cupboard should have.	<i>Diana</i>
Item 5– Chairman’s Report	
Trustees meeting was held, the committee decided they would be distributed with the VH meeting minutes, for discussion next meeting.	<i>Clive</i>
Michael explained the need to increase the number of Trustees as we are now nearly at the bare minimum. He explained that Roland would be happy to rejoin now the Trustees Liability Insurance has been confirmed. Michael proposed this and the meeting unanimously approved the motion.	<i>All</i>
Michael to send a list of Trustees responsibilities to Angus.	<i>Michael</i>
Item 6 – Treasurers Report	
Jonathan will send out March’s accounts shortly, he quickly updated meeting that there was £77790.43 in all accounts. Outgoings this month £4050, incoming £1188 although there was a charge for over £2000 under investigation from British Gas.	<i>Jonathan</i>
Jonathan needs a list of all village hall users to distribute changes in hall tariffs, Angus will supply.	<i>Angus</i>
Item 7 – Secretary’s Report	
Clive informed the meeting that our insurance requirements for checking the playground were as follows: Monthly Check by trained employee/volunteer and Annual Check by authorised independent body. All documentation to be kept. Michael will discuss with Kerry our responsibilities. The council have written to Michael and the letter is published with these minutes.	<i>Kerry/Michael and Clive</i>
Clive to prepare new transfer of Trustees list for Land registry if/when Roland agrees to join.	<i>Clive</i>
Item 8 – Booking Sec’s report	
Christine advised the meeting anecdotally that the number of bookings were down. Michael asked Christine for percentage occupancy rates to compare. Discuss next meeting.	<i>Christine</i>

There had been a problem with two hirers and £50 had been kept from their deposits.	
Item 9 - Maintenance Report	
We are still looking for a maintenance person.	<i>All</i>
Michael said Kieron has been asked to ensure the VH's appearance was kept up and to ensure the weeding/de-mossing/litter pick and grass cutting was kept on top of.	<i>Michael</i>
Some Spotlights need replacing.	<i>Michael</i>
Item 10 – Community Shop Update	
Michael informed the meeting about the progress on the shop lease. Both parties have met and agreed a lease, it has been sent to the Shop to sign. Jonathan agreed the shop have received it. The Trustees need a response by the end of April otherwise we would have to issue a license, May next update.	<i>Michael/Clive/Jonathan</i>
Item 11 – Football Club Update	
Neil updated the meeting on the football club performances.	
End of Season fun day will be 02/06/19.	
Football Club will weed and feed as soon as season over. In June they then will carry out seeding and drainage works. Expected costs £5000. Michael thanked them for maintaining fields.	<i>Neil</i>
Item 12 Conservation Group	
John updated meeting on the groups progress, now mostly meet Tuesdays.	
John confirmed the “Conservation Group Walk” will be held on 03/06/19 instead of the usual monthly meeting.	<i>All</i>
John will talk to Kieron as to where his cuttings have to go.	<i>John</i>
John will prune hedgerow behind the village shop.	<i>John</i>
Item 13 – Fund Raising Update	
Vicky looking to organise a “Murder Mystery Evening” on the 28/09/19.	<i>Vicky</i>
Michael reminded everyone the “village day” organisation need a chairman if it is to go ahead. Kerry to publicise on Facebook page.	<i>All/Kerry</i>
The Potter Quiz was very successful, congratulations to HVRA.	
Item 14 – A.O.B.	
Christine raised the issue of her replacement, Michael and all will seek suitable candidate.	<i>Michael/All</i>
Diana raised the issue of the committee room step crumbling, Michael to arrange repair.	<i>Michael</i>
Diana said the main door lock on the village hall has moved. Michael to investigate.	<i>Michael</i>
Michael informed the meeting that Sheila Jones the organiser of The Valley Players has sadly died. The players have decided in her memory the play “A Spot of Murder” on the 11th/12th and 13 th April will go ahead. Michael encouraged all to buy tickets.	<i>All</i>
Jill asked to see Michael privately outside the meeting about a problem the art group has.	<i>Jill/Michael</i>

<p>Neil has investigated the issue raised last month of spending the excess money from the playground on a table tennis table. He will pass the details on to Kerry. Michael said he would approach the PC for funding. Neil to forward specs to Michael as well, Neil added the Football Club would match funding from the village hall and suggested the hard standing on the side of the football hut to locate.</p>	<p><i>Kerry/Michael/Neil</i></p>
<p>Angus declared that Coningsby Disraeli was the first Chairman of the Parish Council 125 years ago! To celebrate a PC125 event will be on the field on the 6/07/19. The RA organising a picnic and “fields in trust day”. Volunteers requested. Michael suggested Angus come back to the next meeting with a list of specific volunteers needed. Angus asked for help from John with regard to clearing an area for the picnic if the football field was out of use due to maintenance. Neil volunteered Mark to do the cutting.</p>	<p><i>Angus/All</i></p> <p><i>Angus</i></p> <p><i>Angus/Neil/John</i></p>
<p>Michael raised a letter he had received from the Valley Runners complaining of the lack of parking at the village hall. The meeting considered their recommendations but did not find them practical.</p>	<p><i>All</i></p>

Meeting was adjourned at 21:17 by Michael.
Next meeting 06/05/19, 8pm, Committee Room.
Minutes submitted by: Clive Webb.