

## Hughenden Valley Village Hall Monthly Meeting Minutes

04/03/19

### 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	Andrew Flint	Residents Association	Angus Idle
Valley Friends	Joan Steel	Bookings Secretary	Christine Powell
Trustee	Diana Gibbons	Village Shop	Louise Jones
Conservation Team	John Moorby	Playground Rep	Kerry Franklin
Treasurer	Jonathan Hilder	Secretary	Clive Webb
Parish Council	Peter Gieler		
Football Club	Neil Bellamy		

### Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting.

### Item 2 – Apologies

Apologies were received from Darryl Beckwith, Roland Wales and Derek Ransom.

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

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

<b>Item 4 – Matters Arising from the last Meeting</b>	<b>Action</b>
With regard to waste collection the committee decided that the shop should instigate another lift before the weekend if needed.	<i>Louise/Shop</i>
Darryl was not present so with regard to the H&S report it will be carried over to next month.	<i>Darryl</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Christine had raised the T&C's on booking the village hall were out of date, Kerry, Vicky and Christine have arranged a meeting to review.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.	<i>Christine, Kerry and Vicky</i>
Angus agreed to discuss with Neil with regard to the correct grass to use on the football field.	<i>Angus/ Neil</i>

Michael explained with regard to the liability of the village hall there was no difference legally whether we cleared snow or not, it is though the “right” thing to do so John is investigating with Manor Estates.	<i>Michael/John</i>
The web site had several errors, Christine has listed them, Kerry actioning changes.	<i>Kerry</i>
The 20/20 Vision meeting will be held on the 22/03/19. 7:30 in the small hall. Diana volunteered to organise refreshments.	<i>All/Michael/Diana</i>
Bev has updated Michael on the procedure for processing the front door fobs, Michael is still to get the master code.	<i>Michael</i>
<b>Item 5– Chairman’s Report</b>	
Michael explained he would address some issues in greater detail as the various subjects were discussed.	
<b>Item 6 – Treasurers Report</b>	
Jonathan had sent out earlier in the week the in/out statements for the accounts for Jan and Feb, there were no queries.	
A new expense claim form had been emailed to everyone, Jonathan explained no expenses would be paid unless the form completed.	<i>All</i>
<b>Item 7 – Secretary’s Report</b>	
Clive informed meeting the Charity Commission Submission had been completed.	
Fire risk assessment has to be completed every year, the last one Clive has a record for is 2015. Michael explained Darryl is addressing all H&S issues.	<i>Clive/Darryl/Michael</i>
COSHH assessment as above.	<i>Clive/Darryl/Michael</i>
Clive raised playground inspections, Michael said this would be covered in that section.	
Jonathan and Judy requested insurance details, Clive to send.	<i>Clive</i>
The last PAT test Clive had a record for was 2014, Michael informed meeting that Dylan had the records, PAT testing done every autumn. Dylan to forward copy to Clive	<i>Dylan</i>
<b>Item 8 – Booking Sec’s report</b>	
Christine advised the meeting there was a problem with parking on Sunday. Football club was using the Drs surgery.	<i>All</i>
The PC125 event will be on the field and both halls on the 6/07/19. The RA organising a picnic and “fields in trust day”. Volunteers requested.  The PC has organised a talk on “Bodgers” in the small hall on 11/10.  Michael explained to the meeting that he proposed the costs of these hiring’s £415 and £90 to be donated by the village hall.	<i>All</i>

Everyone agreed.	
<b>Item 9 - Maintenance Report</b>	
We are still looking for a maintenance person.	<i>All</i>
Acoustic panels outstanding, we've had a quote from Bev, we are awaiting a quote from Stuart.	<i>Michael/Diana</i>
Garage doors need replacing, Michael has two quotes. Meeting authorised spend up to £1500.	<i>Michael</i>
There had been a problem with the disabled toilet, now fixed.	
The ladders from the garage had disappeared, to replace Michael thanked Darryl who has gifted the village hall a set.	
Irrigation system leaking, Michael sorting out a fix under warranty.	<i>Michael</i>
<b>Item 10 – Community Shop Update</b>	
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 VH solicitor to compose. April next update.	<i>Michael/Clive</i>
Louise raised the problem of an A frame sign that had been agreed at the Nov 2018 meeting that Michael had removed. The meeting concluded it could be in place providing it did not represent a hazard.	<i>All</i>
<b>Item 11 – Football Club Update</b>	
Football Club looking to review seeding/drainage over the summer on the front pitch. Weed and feed will be carried out as normal.	<i>Neil</i>
Angus had been around the field with a company who offered to survey the field and report solutions, the meeting decided not to progress.	
<b>Item 12 Conservation Group</b>	
The CG to investigate the installation of an “information board”, John to report back.	<i>John</i>
John and Bev went on Wycombe Sound on Friday to talk about the conservation group.	
<b>Item 13 – Fund Raising Update</b>	
Vicky looking to organise a “Murder Mystery Evening”	<i>Vicky</i>
<b>Item 14 – A.O.B.</b>	
The playground fund still has some money coming in, Kerry to investigate whether a table tennis table can be erected.	<i>Kerry</i>
The PC will be stopping inspections of the playground at the end of March. They will give each VH £400 for 3 years to pay for inspections.	

<p>Peter stated the village hall should get someone to do the ROSPA course and enquire with WDC if they could carry out inspections. Peter informed the meeting that all medium and high risk problems identified by the PC would be corrected before the end of March.</p> <p>Clive to check insurance requirements.</p> <p>Michael stated we need a “playground person”, Kerry investigating.</p> <p>Michael said he would add bark raking to Keiron’s weekly list.</p>	<p><i>Clive</i> <i>Michael/Kerry</i> <i>Michael</i></p>
<p>New gas supplier has started, Bob arranged.</p>	
<p>The VH had a problem last year with deposit cheques from hirers. Michael proposed banking cheques on receipt. Jonathon and Christine to sort out workable solution.</p>	<p><i>Jonathon/Christine</i></p>
<p>Judy announced there will be a fund raising “Ploughmans Lunch” for the MS society on the 09/03/19</p>	<p><i>All/Judy</i></p>
<p>Kerry is seeking content for our facebook page and would like all users of the village hall to send her activity details so they can be added.</p>	<p><i>All</i></p>
<p>Diana reported “A spot of Murder” play will take place on 11/04, 12/04 and the 13/04 in the evening in the large hall.</p>	<p><i>All</i></p>
<p>Peter reported that the PC will replace the TRADA notice board and look at erecting more in Hughenden Valley.</p>	
<p>The waste disposal procedures in the county are changing, Peter reported that we should all be vigilant for an expected increase in fly tipping.</p>	<p><i>All</i></p>
<p>Joan requested another chair trolley for use in the large hall, the meeting agreed.</p>	<p><i>Michael/Joan</i></p>
<p>Joan said there were only 11 cups for use in the small hall, Michael and Diana to investigate.</p>	<p><i>Michael/Diana</i></p>
<p>Kerry proposed a web site update, cost around £500. The meeting proposed adding it to next month’s agenda to discuss.</p>	<p><i>Kerry/All</i></p>
<p>Angus announced the deadline had passed for the next Hughenden News.</p>	

Meeting was adjourned at 21:37 by Michael.  
Next meeting 01/04/19, 8pm, Committee Room.  
Minutes submitted by: Clive Webb.