

Hughenden Valley Village Hall Monthly Meeting Minutes

07/10/19

Opening:

20:01 – Clive opened the meeting.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
Art Group	Paul Cooper	MS Society	Judy Biggs
HAGA	Andrew Flint	Residents Association	Angus Idle
Valley Friends	Joan Steel	Bookings Secretary	Apologies
Trustee	Derek Ransom	Village Shop	Apologies
Conservation Team	John Moorby	Playground Rep	Kerry Franklin
Treasurer	Apologies	Secretary	Clive Webb
Parish Council	Apologies	Resident	Darryl Beckwith
Football Club	Neil Bellamy/Dave Hilling	Trustee/Valley Players	Diana Gibbons

Item 1. The Chairman's Welcome

Clive welcomed everyone to the meeting as Michael was running late.

Item 2 – Apologies

Apologies were received from, Jonathan Hilder, Christine Powell, Peter Gieler, Roland Wales and Louise Jones.

Item 3 - Record of Minutes from the last Meeting

Angus had sent a note to Michael and Clive to change several of the previous months minutes as follows:

Hello Michael and Clive

I am afraid the minutes have made a complete hash of my two AOB interventions. Please revise the minutes.

1. I did **not** ask for a copy of the Trustees meeting. I did ask why were the minutes of the Trustees meetings not circulated to the whole Committee, along with the minutes of the full Committee monthly meetings. The committee has agreed that that must be done so that it always knows what the Trustees have done for them.
2. I did **not** ask for an update on the Shop Lease. I asked why the review of the shop lease document had not been brought back to the Committee for the promised review, as this is the correct function of the Committee. It is **a** function of the Trustees to prepare such documents for the Committee; not to decide if they are accepted for presentation. Read the Constitution for these

responsibilities.

3. I did raise the issue of the Responsibilities of Trustees within and as part of the Committee in the context of Trustees making executive decisions; those are the responsibility of the Executive Committee as a whole.
4. As I said in my introduction on Monday, I was taking a stand to ensure that the work of Dylan and myself, in creating the Constitution document, which was agreed by the whole Committee last year and then ratified by the Village at the AGM in January. It must not be forgotten but implemented throughout the Village Hall's whole governance. There is nothing for either of you to investigate away from the Committee; the whole committee must come to grips with it before the next AGM. It is all plain to see in the Constitution. The Document that the Chairman sent to me, which was written by the Village Hall's lawyers. It is not a representation of the Covenant and not similar to the Constitution. In addition the 'Lawyers advice to Trustees' was published to the Trustees in 2016 (not to the whole Committee) and must be scrapped in its present form immediately to avoid double standards in the administration of the Village Hall. The lawyers must be made aware of this discrepancy without delay and asked to respond to the Committee.

The meeting agreed to amend the minutes.

Apart from these points the Minutes from September's meeting were agreed as an accurate record of the meeting.

Item 4 – Matters Arising from the last Meeting	Action
Last month Darryl presented the H&S report. Darryl, Michael and Clive to meet to action, this was carried over..	<i>Darryl, Michael, Clive</i>
Last month the T&C's on booking the village hall were reviewed and updated by, Kerry, Vicky, Andrew and Christine. These were distributed prior to the meeting. After several minutes of detailed discussion on the implementation of this and the new booking systems it was decided to hold a special meeting on 21 October at 7:30 in the committee room.	<i>All</i>
Kerry and Clive still to meet to train Clive to update the village hall website.	<i>Kerry, Clive</i>
Acoustic panels have yet to been installed in the small hall. Planned for 12/13 October.	<i>Michael</i>
It was decided that the issue raised last month of spending the excess money from the playground on a table tennis table will be postponed until the spring. Neil to communicate specs ahead of time to Michael so funding can be arranged.	<i>Kerry/Michael/Neil</i>

The knotweed removal is ongoing. Michael has had three site meetings, it could take up to 8 years. Manor Estates will charge per herbicide application.	<i>Michael</i>
Michael briefed the committee that the proposal to run a children's library from the village hall was shelved as we could not offer the storage space required.	
Martin Richardson completed a full review of electrics in the halls we are still awaiting report.	<i>Michael</i>
Darryl enquired about the operation of the defibrillator and how to change the batteries, he was referred to Elaine Smith.	<i>Darryl</i>
The Emergency Exit sign needed the whole box changing not just the bulb.	<i>Darryl</i>
Michael advised the meeting he had purchased 3x4 foot lengths of cable protector for power supply to projector.	
Michael arrived and took the Chair	
Item 5– Chairman's Report	
The Village needs a lollipop person, the meeting agreed to a banner on the site to advertise the position.	
The winter edition of the Hughenden News will be Janet and Angus' last.	
The incident where the car drove into the railings in front of the village hall is still ongoing. The Hall has video evidence and is proceeding to recoup the costs.	<i>Michael</i>
A thankyou note has been received for the video evidence provided to the police with regard to the users car damage.	
Item 6 – Treasurers Report	
Jonathan had already sent out the accounts online.	
Item 7 – Secretary's Report	
Clive informed the meeting that we have had an invoice for £1029.04 for our music licence. The meeting agreed for this payment to be made for this year and subsequent years.	<i>Jonathan</i>
Clive attended the Playground PC course in John's absence. Kerry, Clive and John to meet to implement.	<i>Kerry, Clive and John</i>
Item 8 – Booking Sec's report	
Christine had sent her apologies, Michael explained that he had asked Johnathan to investigate income versus costs to decide next years prices.	<i>Jonathan</i>
Angus asked that the Hughenden News (use Janet's email) be informed of hirer changes so they can update their calendar.	<i>Michael/Christine</i>
A discussion was briefly held on the update to the booking system, it was decided to review at the special meeting on the 21 st October.	<i>All</i>

Item 9 - Maintenance Report	
Graham Stone starting as the new maintenance person at the end of October.	<i>Michael</i>
Item 10 – Community Shop Update	
No update	
Date for diary :- Dec 1 st Carols around the Christmas tree.	<i>All</i>
Item 11 – Football Club Update	
Neil introduced Dave Hilling the next Chairman of the Football Club.	
Item 12 Conservation Group	
The skip will stay in position until the middle of November whilst clearing takes place, a new grass area is being created by the allotments.	<i>John</i>
Item 13 – Fund Raising Update	
Band booked for Xmas Ball, 21 st Dec, Tickets £35. Hope to sell 90 tickets.	<i>Vicky, Kerry and Diana</i>
Xmas Bazaar now to be named Xmas Fair to be held on Nov 30 th .	<i>Vicky, Kerry and Diana</i>
Item 14 A.O.B.	
Michael explained that after the Vision 25 special meeting the project has used the £1500 already allocated to fund a presentation for a pre planning application.	<i>Peter/Kerry</i>
Before the shop had the “new temporary building” they were looking to build a permanent building with the football club. The meeting decide it would be a good idea to progress this. Michael to investigate	<i>Michael</i>
Angus pointed out that on the Trustees Minutes from July they were looking for new trustees, these must be voted on by the committee.	<i>Clive</i>
MS Society has their Ploughman’s Lunch on Nov 2 nd , 12:30.	
The Drama Society were investigating whether they could erect a plaque below the pelmet in the village hall to commemorate their founding member Sheila Jones who sadly died. The committee decide it would need more detailed information.	<i>Michael/Diana</i>
The Playgroup pointed out the hall was in a mess on Monday morning after the weekend. Michael to investigate.	<i>Michael</i>

Meeting was adjourned at 21:14 by Michael.
Next meeting 04/11/19, 8pm, Small Hall
Minutes submitted by: Clive Webb.