

Hughenden Valley Village Hall Monthly Meeting Minutes

07/09/20

Opening:

The meeting was held in the village hall and opened at 20:00 by Clive, Michael is on holiday.

Present:

Position	Name	Position	Name
Chair	Apologies	Trustee/Fundraising	Apologies
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Andrew Flint	Residents Association	Apologies
Valley Friends	Apologies	Bookings Secretary	Position Vacant
Trustee	Sam Morrison	Village Shop	Louise Jones
Conservation Team	Apologies	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	Roland Wales	Maintenance	Graham Stone
Trustee	Darryl Beckwith		

Item 1. The Chairman's Welcome

Clive welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from, Michael Sole, Jonathan Hilder, John Moorby, Joan Steel, Judy Biggs, Angus Idle and Vicky Bellamy.

Item 3 - Record of Minutes from the last Meeting

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

Item 4 – Matters Arising from the last Meeting	Action
Last month the meeting had 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, Bev has arranged for this to be fixed in October.</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 arrange to meet this month to review progress – carried over.</i>	<i>Bev, Michael, Graham and Clive</i>
Vision 2020 pre planning meeting was held. Michael will review	<i>Michael/All</i>

meeting in his Chairman's report.	
Kerry has had no response for the Booking Sec role in relation to the Facebook advert. Committee to decide next month on alternative plan.	<i>All</i>
Two new microphones are due to be delivered this week to solve the problem with the sound system.	<i>Bev</i>
The playground is now open, adhering to the ACRE checklist. Bev has ordered bark to replenish as required by the safety check.	<i>Bev</i>
Pat has agreed to carry out a full H&S audit. Michael thanked her on behalf of the committee. Clive to forward H&S docs.	<i>Clive, Pat</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. <i>Clive to follow up with Jonathan, Carried over</i>	<i>Clive/Jonathan</i>
Floor has been buffed. The committee commented on the excellent result.	
The problem with powering the CCTV has been solved, Darryl to give the access app to Bev and Graham. <i>Carried Over</i>	<i>Bev, Graham and Darryl</i>
The fundraising team have decided the Xmas Bazaar cannot be held due to COVID 19.	
Michael to communicate date of next Trustees meeting. <i>Carried over.</i>	<i>Michael</i>
Item 5– Re-opening of the village hall	
The Village Hall has now reopened. The subcommittee Michael, Clive, Graham, Jonathan and Sam have actioned the ACRE checklist.	<i>Michael, Clive, Sam, Graham and Jonathan</i>
Item 6. – Chairman's Report	
Michael sent in a report prior to going on holiday. Chairpersons Report “Last meeting, we established a small sub-committee to prepare and implement a plan for reopening. As most of you will know, we reopened today but with a number of restrictions all related to ensuring our halls are Covid-19 secure. We have undertaken a detailed risk assessment and introduced reduced hall capacities, special signage to highlight new “house” rules and disciplines, and additional cleaning schedules, all of which have been explained to our regular hirers in a communication sent out on 23" August. Whilst some hirers have decided to delay their return, it is encouraging to see a significant number have decided to come back. The sub-committee is proposing we do not take any function bookings for the remainder of 2020 as we cannot realistically manage the attendees nor their behaviour.	<i>All</i>

<p>Our special meeting to discuss Vision 2020 proved very worthwhile with a number of constructive observations now being considered by the architect for incorporating into the scheme. You will shortly receive the architects report and Clive's meeting minutes, and the plan is to hold a further special meeting once the revised plans have been circulated to the committee."</p> <p>The committee endorsed the temporary bar on function bookings.</p>	
Item 7 – Treasurer's Report	
<p>Jonathan sends his apologies. Monthly Treasurers Report has been sent out.</p> <p>The committee asked that more detail be provided on the report.</p>	<i>Jonathan</i>
Item 8 –Secretary's report	
Nothing to report.	
Item 9 – Booking Sec Report	
<p>Even though we have been closed for a few months, the bookings hotline rings 1 or 2 times every day with an enquiry on hall availability. We also receive enquires via the on-line booking facility and hope to move to entirely to this method very soon. We have 2 new hirers starting shortly i.e. a Pregnancy Yoga class on Saturday morning after Jazzercise, and ReboundFit also on Saturday morning, but in the small hall.</p>	
Item 10 - Maintenance Report	
All extra signage with regard to COVID 19 has been erected.	
<p>There was a long discussion on when heating would be available in the hall. The committee decided to turn on the ability to override the heating temporarily but not to put it back on permanently until it gets colder.</p>	<i>Graham/Bev</i>
Item 11 – Committee Group Members Updates	
<p>The F.C. raised the issue of dogs mess on the fields, Michael has already ordered another sign.</p>	<i>Michael</i>
<p>With the advent of the re-opening of the village hall Michael had asked the shop to return the car park to its original use. Louise asked the committee to extend the agreement as the village hall was not expected to be busy and it was proving to be very popular with shop customers.</p> <p>Diana pointed out how busy the car park was Monday morning with the start of the new school term.</p> <p>Bev pointed out there had been some abuse of the car park usage and was investigating via CCTV.</p> <p>The committee agreed to let the shop continue and review this at next months meeting.</p>	<i>All</i>
<p>The Art Group are planning to restart in January using the large hall. Paul to liase with Michael.</p>	<i>Paul/Michael</i>
The new football season starts this week.	

The Drama Group aim to restart in January.	
Kerry raised the issue of managing the playground. Clive explained that as a committee we had fulfilled our responsibilities with regard to safe equipment and signage, it was up to individuals to be responsible for themselves and their children.	<i>All</i>
Andrew raised the issue of the charging of “half fees” to maintain the village hall slot for community groups, some of his members thought this given the circumstances this should be free. Clive explained that we have to cover the costs of the hall ourselves and if groups wish to keep their slots free the committee had decided to charge half fees.	
HAGA have not planned a date to return.	
Item 12 A.O.B.	
Louise explained that if supplying the bark and maintaining it in the playground was a problem there was an alternative solution using bonded rubber mulch. Bev/Graham to investigate.	<i>Bev, Graham</i>
Diana raised the issue of sanitiser not being labelled, Bev volunteered to print and apply labels.	<i>Bev</i>

Meeting was adjourned at 20:42 by Clive.

Next meeting 05/10/20, 8.00pm.

Minutes submitted by: Clive Webb.