

Hughenden Valley Village Hall Monthly Meeting Minutes

02/11/20

Opening:

The meeting was held in the large hall and opened at 20:00 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Apologies
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Andrew Flint	Residents Association	Angus Idle
Valley Friends	Apologies	Bookings Secretary	Position Vacant
Trustee	Apologies	Village Shop	Louise Jones
Conservation Team	Apologies	Playground Rep	Apologies
Treasurer	Apologies	Secretary	Clive Webb
Parish Council	Apologies	Resident	Bev Beveridge
Football Club	Dave Hilling	Trustee/Valley Players	Apologies
Trustee	Apologies	Trustee	Apologies
Maintenance	Graham Stone		

Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from, Jonathan Hilder, Roland Wales, John Moorby, Diana Gibbons, Mary Hilder, Joan Steel, Vicky Bellamy, Judy Biggs, Sam Morrison, Kerry Franklin and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

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

Item 4 – Matters Arising from the last Meeting	Action
The committee had previously agreed that intumescent strips were needed for the fire doors and that a special fire-proof metal cupboard was to be purchased for the storage of safety documents in the hall. <i>This is carried over. Bev has arranged for the strips to be installed on 6th January. Bonded Cupboard for hazardous materials £250 agreed. Quotes required for fire-proof document cupboard.</i>	<i>Graham & Bev</i>
Fire safety audit action list is ongoing. The immediate high	<i>Bev & Graham</i>

priority issues have been resolved. <i>Carried over, Graham & Bev are obtaining 3 quotes for the installation of a wired fire alarm system in both halls.</i>	
H&S Audit by Pat Beveridge ongoing.	<i>Clive</i>
Still no response for the vacant Booking Sec role from Facebook and noticeboard posters. Committee to seek interest from family and friends.	<i>Kerry/All</i>
Bev has reviewed microphone needs and one has been ordered.	<i>Bev</i>
Bev has sourced two A frames to politely ask people only to park in marked bays and has also issued "tax discs" for Buildbase cars.	<i>Bev</i>
We are still awaiting the audited accounts for submission to the charity commission. Committee/Trustees to request Jonathan resolve without delay- <i>Carried Over</i>	<i>Jonathan</i>
CCTV app has been transferred to Bev. Bev to investigate how to clean camera lenses.	<i>Bev</i>
Trustees held meeting in October minutes transmitted with these.	<i>Clive</i>
Vicky and Diana to publicise cancellation of Xmas Fair and Xmas Ball.	<i>Vicky, Diana</i>
Item 5– Re-opening of the village hall	
The Village Hall has closed again other than pre-school due to covid restrictions, no advance payments refunds outstanding. At the time of the meeting we were awaiting ACRE recommendations, now received. Cleaning will be reduced as hall has reduced use.	
Item 6. – Chairman’s Report	
Bucks CC booked Small Hall 6/05/2020 for local elections.	
Item 7 – Treasurer’s Report	
This months reports will be sent with these minutes	<i>Clive</i>
Item 8 –Secretary’s report	
Nothing to report.	
Item 9 – Booking Sec Report	
All booking cancelled.	
Item 10 - Maintenance Report	
Dishwasher repaired. PAT Testing due, Graham to liase with shop and F.C. F.C. has some leaks, Bev volunteered to fix.	<i>Graham Bev</i>
Item 11 – Committee Group Members Updates	
HAGA - still all shut down.	
HVFC - Dave advised that all footy paused for lockdown.	
Art Group - Paul advised HAG might return in January.	
HVRA – Angus still representing although association has now changed officials.	

<p>Community Shop – Louise reminded all the shop was open from 07.45 Monday – Saturday serving from the hatch until 09.30, then would be open as normal. Committee agreed tent can stay up if closed up. Michael asked Louise to ensure litter collections still took place as take away continuing. Bev putting up Xmas Lights. Shop looking at ways to “zoom” Xmas light turn on.</p>	
Item 12 A.O.B.	
Pizza van not happening at present due to availability.	
AGM will be postponed due to Covid.	
Residents request to hire car park for their partygoers declined by Michael	
Hughenden Street Assoc. newsletter to be circulated with minutes	<i>Clive</i>

Meeting was adjourned at 20:56 by Michael.
Next meeting 07/12/20, 8.00pm.
Minutes submitted by: Clive Webb.