

## Hughenden Valley Village Hall Monthly Meeting Minutes

05/10/20

### 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	Vicky Bellamy
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Apologies	Residents Association	Angus Idle
Valley Friends	Apologies	Bookings Secretary	Position Vacant
Trustee	Apologies	Village Shop	Louise Jones
Conservation Team	Apologies	Playground Rep	Kerry Franklin
Treasurer	Apologies	Secretary	Apologies
Parish Council	Apologies	Resident	Bev Beveridge
Football Club	Apologies	Trustee/Valley Players	Diana Gibbons
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, John Moorby, Dave Hilling, Andrew Flint, Joan Steel, Judy Biggs, Sam Morrison, and Darryl Beckwith.

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

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

<b>Item 4 – Matters Arising from the last Meeting</b>	<b>Action</b>
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 in October. Quotes required for fire-proof cupboard.</i>	<i>Graham &amp; Bev</i>
Fire safety audit action list is ongoing. The immediate high priority issues have been resolved. <i>Graham &amp; Bev are obtaining quotes for the installation of a wired fire alarm system in both halls.</i>	<i>Bev &amp; Graham</i>

The notes from the Vision 2020 meeting held on 19/08/20 will be sent with tonight's minutes. The architect will be incorporating the numerous observations in a revised plan to be presented at another special meeting, date to be advised/agreed.	<i>Michael/All</i>
Kerry has had 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>
Two new microphones are due to be delivered to the supplier. Bev to collect.	<i>Bev</i>
Bev advised 2 sacks of bark for the playground had been delivered.	
Pat Beveridge has agreed to carry out a full H&S audit. Clive to check on progress.	<i>Clive</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 accounts for submission to the charity commission. Committee/Trustees to request Jonathan resolve without delay	<i>Jonathan</i>
Darryl to provide the CCTV app to Bev and Graham as soon as possible. This has been outstanding for 6 months.	<i>Darryl</i>
Trustees next meeting scheduled for 13th October 2020.	
<b>Item 5– Re-opening of the village hall</b>	
The Village Hall reopened on 7 <sup>th</sup> September. The majority of commercial hirers had returned however no community group has yet to return. Community Groups - Michael proposed that in the light of covid restrictions being extended for a further 6 months until end-March 2021, a change to our policy of charging community hirers 50% to hold their slot should be reviewed, and we should hold their slot until end-March without any charge. This was unanimously agreed.	
<b>Item 6. – Chairman's Report</b>	
None	
<b>Item 7 – Treasurer's Report</b>	
Jonathan sent his apologies and had sent various financial reports to all in advance of the meeting. Following a review of the reports, the committee agreed on the 2 reports they require each month from now on i.e. The balance in each of the 4 bank accounts this month and last month, plus a line by line income and expenditure report with opening and closing current account balances.	<i>Jonathan</i>
<b>Item 8 –Secretary's report</b>	
Nothing to report.	
<b>Item 9 – Booking Sec Report</b>	
Michael advised that an on-line PayPal payment facility had been added to the new bookings system.	

<b>Item 10 - Maintenance Report</b>	
Graham reported all outstanding issues had been resolved.	
<b>Item 11 – Committee Group Members Updates</b>	
Fund-raising – Victoria/Diana to publicise cancellation of Christmas Bazaar and Dinner & Dance	<i>Victoria/Diana</i>
Pre-school – Diana reported an increase in numbers attending	
Art Group - Paul advised HAG would not be returning until April 2021	
Valley Players – Diana highlighted the plaque commemorating Sheila Jones, their founder.	
Community Shop – Louise reminded all the shop was open from 07.45 Monday – Saturday serving from the hatch until 09.30.	
<b>Item 12 A.O.B.</b>	
Louise to consider whether/how the ceremony of switching on the Christmas tree lights could take place.	<i>Louise</i>
Louise requested a further month of siting tables in the car park. Committee approved extension to be reviewed at November meeting.	
Victoria asked whether hirers who have paid in advance would receive a refund following the decision not to charge community groups. Jonathan to investigate and advise.	<i>Jonathan</i>
Michael advised that Mary Hilder, a newly co-opted parish councillor, could attend our future meetings. All agreed. Michael to advise Mary.	<i>Michael</i>
Following comments received concerning the full car park, Michael advised that Bev would be locating an A-board with a gentle message for car users only to park in the marked bays.	<i>Bev</i>

Meeting was adjourned at 21:11 by Michael.

Next meeting 02/11/20, 8.00pm.

Minutes submitted by: Michael Sole.