

Hughenden Valley Village Hall Monthly Meeting Minutes

07/12/20

Opening:

The meeting was held over zoom and opened at 20:03 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
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	Jonathan Hilder	Secretary	Clive Webb
Parish Council	Mary Hilder	Resident	Apologies
Football Club	Dave Hilling	Trustee/Valley Players	Diana Gibbons
Trustee	Apologies	Trustee	Apologies
Maintenance	Graham Stone		

Item 1. The Chairman's Welcome

Michael welcomed everyone to the meeting and explained normally we would be holding our AGM but this had been postponed due to COVID 19.

Item 2 – Apologies

Apologies were received from, Angus Idle, Roland Wales, John Moorby, Bev Beveridge, Joan Steel, Judy Biggs, and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

The Minutes from November 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 still required.</i>	<i>Graham & Bev</i>

Fire safety audit action list is ongoing. The immediate high 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>	<i>Bev & Graham</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 replaced the damaged microphone.	
We are still awaiting the audited accounts for submission to the charity commission. Committee/Trustees to request Jonathan resolve without delay- <i>Carried Over Jonathan agreeing timeline tomorrow with accountants.</i>	<i>Jonathan</i>
Vicky and Diana to publicise cancellation of Xmas Fair and Xmas Ball. Kerry placing on web site Tuesday.	<i>Kerry</i>
PAT test completed awaiting paperwork.	<i>Graham</i>
Item 5– Re-opening of the village hall	
The Village Hall is closed again other than pre-school due to covid restrictions in tier 2, it was noted in the meeting that other village halls are open. At the time of the meeting we were awaiting ACRE recommendations, now received. Clive and Michael to review.	<i>Clive & Michael</i>
Item 6. – Chairman’s Report	
Michael has received many compliments on this years Xmas Tree lights, he thanked Bev and Graham for their efforts.	
Vision 2020 meeting to be held in January w/c 11th or 18 th .	<i>All</i>
Village Day 2021 will be 17/07/21, Louise and Simon have agreed to lead the management. Louise will send out details of first meeting, volunteers needed.	<i>Louise, All</i>
Michael and John had unsuccessfully applied for a grant to create a notice board to highlight the Conservation Area to visitors. This project is ongoing.	<i>Michael and John</i>
Clive to send out Hughenden Street Association newsletter with these minutes, the newsletter can be subscribed to by e-mailing the publisher.	<i>Clive</i>
The playground has had its periodic inspection, the only high risk area identified was the bark levels under the slide and swings, Michael has asked Keiron to rake the bark twice a week. Kerry to report back next meeting on her progress with the other points raised.	<i>Kerry</i>
Michael welcomed and asked Mary Hilder to introduce herself as the new PC representative.	
Michael has agreed to share the costs of a village xmas card with the Residents Assosiation.	<i>Michael, Jonathan</i>
Michael has been approached by the PC for the village hall to participate in a “mass evacuation” or “major incident” training event. Details to follow.	

Item 7 – Treasurer’s Report	
Jonathan discussed the monthly report, cleaning costs had increased due to COVID, they have since been reviewed.	
Charities Bank Account review still ongoing, Jonathan asked for recommendations, Sam introduced Starling Bank, Johnathan to investigate.	<i>Jonathan</i>
Item 8 –Secretary’s report	
Nothing to report.	
Item 9 – Booking Sec Report	
Still getting new booking enquiries.	
Item 10 - Maintenance Report	
Emergency light test complete and repairs made to faulty equipment.	
Sam gave a presentation about replacing the dated lighting in the hall. Clive to forward proposals with minutes.	<i>Clive</i>
Item 11 – Committee Group Members Updates	
HAGA - still all shut down.	
HVFC - Dave advised footy restarted.	
Art Group - Paul advised HAG aiming to return in Summer Term.	
Community Shop – Louise creating a video to put on web and facebook about switching on xmas lights.	
Item 12 A.O.B.	
Kerry is updating the web site tomorrow, Tuesday 08/12/20	<i>Kerry</i>

Meeting was adjourned at 20:57 by Michael.

Next meeting 04/01/21, 8.00pm.

Minutes submitted by: Clive Webb.