

Hughenden Valley Village Hall Monthly Meeting Minutes

05/01/21

Opening:

The meeting was held over zoom 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 | Andrew Flint | Residents Association | Apologies |
| Valley Friends | Apologies | Bookings Secretary | Position Vacant |
| Trustee | Sam Morrison | Village Shop | Apologies |
| Conservation Team | Apologies | Playground Rep | Kerry Franklin |
| Treasurer | Jonathan Hilder | Secretary | Clive Webb |
| Parish Council | Mary Hilder | 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 and explained normally we would be holding this meeting on the Monday but due to technical difficulties it was being held on Tuesday.

Item 2 – Apologies

Apologies were received from, Angus Idle, Dave Hilling, Roland Wales, John Moorby, Joan Steel, Louise Jones, Judy Biggs, and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

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

| Item 4 – Matters Arising from the last Meeting | <i>Action</i> |
|--|---------------|
| 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.</i> | <i>Bev</i> |
| Graham to source quotes for fire-proof document cupboard that is still still required. | <i>Graham</i> |

| | |
|---|--------------------------------|
| Graham & Bev are obtaining 3 quotes for the installation of a wired fire alarm system in both halls. Clive to give Bev Andy Furness contact details. | <i>Clive, Bev & Graham</i> |
| H&S Audit by Pat Beveridge ongoing. Clive to report back next month. | <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> |
| Vision 2020 meeting postponed due to COVID 19. | <i>All</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 Jonathan agreeing timeline tomorrow with accountants.</i> | <i>Jonathan</i> |
| The committee need an update on village day prep next month. | <i>Louise</i> |
| PAT test completed paperwork received. | <i>Graham & 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. Michael is negotiating with HPC with regard to funding and replacing multi activity unit- Mary will chase HPC secretary. | <i>Kerry, Michael and Mary</i> |
| Sam gave a presentation last month about replacing the dated lighting in the hall. Clive forwarded proposals with minutes but some couldn't open them, so will send again. | <i>Clive</i> |
| Item 5– Re-opening of the village hall | |
| The Village Hall is closed again other than pre-school due to covid restrictions in lockdown 3.Playground can stay open, Graham has repositioned COVID sign. | <i>Clive & Michael</i> |
| Michael exploring grant opportunities from BCC. | <i>Michael</i> |
| Item 6. – Chairman's Report | |
| Nothing to report. | |
| | <i>All</i> |
| Item 7 – Treasurer's Report | |
| Jonathan discussed the monthly report and the £600 gap between totals in December, Michael and Jonathan have reduced many expenses such as window cleaning, site cleaning and grounds maintenance. | <i>Jonathan and Michael</i> |
| Performing Rights Society overdue bill has been paid. | <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 | |

| | |
|--|----------------------------|
| Replaced emergency light in committee room. | |
| Diana asked for a fluorescent light to be maintained outside the kitchen. | <i>Graham.</i> |
| Item 11 – Committee Group Members Updates | |
| HAGA - still all shut down. | |
| No fund raising. | |
| Kerry raised the preserved oak tree overhanging the playground has lost some branches. Michael to pass on details of the previous contact with Bucks CC. | <i>Michael & Kerry</i> |
| Item 12 A.O.B. | |
| Michael had declined the donation of some items for the next bazaar as due to fire regs they cannot now be stored in the hall. | |
| Bev told the meeting he would turn off the xmas lights on the 06/01/21. | <i>Bev .</i> |

Meeting was adjourned at 20:40 by Michael.

Next meeting 01/02/21, 8.00pm.

Minutes submitted by: Clive Webb.