

Hughenden Valley Village Hall Monthly Meeting Minutes

06/09/21

Opening:

The meeting was held in the Large Hall and opened at 20:01 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
Trustee	Roland Wales	Bookings Secretary & Playground Rep	Kerry Franklin
Trustee	Sam Morrison	Village Shop	Louise Jones
Conservation Team	Position Vacant	Trustee/Valley Players	Diana Gibbons
Treasurer	Jonathan Hilder	Secretary	Clive Webb
Parish Council	Peter Gieler	Resident	Bev Beveridge
Football Club	Dave Hilling	Maintenance	Apologies
Trustee	Apologies		

Item 1. The Chairman's Welcome

Michael welcomed everyone.

Michael announced Mary Hilder has stepped down from the PC due to work commitments and read out her resignation letter to the committee, Michael thanked her for her help.

Item 2 – Apologies

Apologies were received from, Graham Stone, Mary Hilder, Judy Biggs, Vicky Bellamy and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

The Minutes from July 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. All complete.	<i>Bev</i>
Bev has sourced quotes for fire-proof document cupboard that is still required, the committee decided to install it along with the fire alarm system. <i>Carried Over</i>	<i>Michael, Clive, Bev & Graham</i>

Michael announced that with the agreement of the committee the new Wireless Fire Alarm System will be installed by L.Harvey (£8197+VAT) after we reviewed the quotes from them, Kemspon and ITS Fire.	<i>Michael, Clive, Bev & Graham</i>
H&S Audit by Pat Beveridge ongoing. Pat met with Clive and Michael before Easter. - <i>Carried Over</i>	<i>Clive & Michael</i>
Bev updated the meeting on dangerous machinery training for the Conservation Group, he has received his training and will meet with the group as to whether anyone else need attend, at a previous meeting the committee agreed to 3 people attending at an approx. costs of £500/person, using The Vale Training Group. <i>Carried Over</i>	<i>Bev</i>
The multi play equipment has consistently failed its inspection since the PC handed over the safety checks. This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400. Michael has sought legal advice from Curzon Green solicitors. Peter Gieler explained from the council point of view the costs had risen too much to replace equipment and he had reports saying the equipment was safe. The committee asked Michael not to accept offer and to conduct further talks. A quote to progress the matter will be obtained from our lawyers.	<i>Michael and Kerry</i>
Michael updated the meeting on the lighting changes first proposed by Sam. One more quote needed. <i>Carried Over</i>	<i>Clive, Michael and Sam</i>
The CCTV repair has been completed. Bev said he still hasn't any access. Michael explained he was meeting with the supplier this week and will ensure Bev has access. Sam commented on the need to register the system with the ICO, Clive to investigate.	<i>Bev and Michael</i> <i>Clive</i>
The committee have agreed to a "Blue Plaque" to remember John Veysey. Michael to agree wording. <i>Carried Over</i>	<i>Michael</i>
The advert for more fund-raising committee members has yielded no results, each committee member to think of solution for next meeting.	<i>All</i>
The water leak has been fixed and Jonathan is taking the billing errors up with the supplier this week.	<i>Jonathan</i>
The proposed cycleway meeting will now take place on the 22/09 for members of this committee.	
Item 5 – Use of car park.	
At the last meeting the committee agreed to review the marquee and parking spaces used by the village shop during the COVID restrictions. After a lengthy discussion a decision was made to remove the marquee by the end of September and limit the shop to its previous boundaries. Michael and Louise to meet to discuss implementation of this decision.	<i>Michael and Louise</i>
As the car park is now so busy the committee decided to withdraw the use of the offer to Buildbase to park in the car park from the end of the year.	<i>Kerry/Michael</i>

The use of the car park by the surgery for vaccinations has been very successful, however there are problems elsewhere along Valley Road. Michael to discuss with the surgery the ongoing situation.	<i>Michael</i>
Dave H to approach surgery to ask about parking on busy football Sundays. <i>Carried Over</i>	<i>Dave</i>
Last meeting Vicky asked for the grass to be cut on the field behind Joan's house as she has problems accessing the shop. Michael thanked Bev for completing this.	
Bev and Michael will clear out the garage soon, as there is some old equipment and storage in use. <i>Carried Over</i>	<i>Bev and Michael</i>
Michael has been given the keys to all the cupboards in the committee room and is in the process of clearing unused ones.	<i>Michael</i>
The conservation group placed an advert in Hughenden News seeking additional volunteers, so far only 1 person has come forward.	
Item 6– Re-opening of the village hall	
The hall is fully open, with no restrictions.	<i>All</i>
Item 7. – Chairman's Report	
Michael explained Bev's idea to replace the bark under the swings with a more resilient resin based system, the committee agreed to spend £2500.	<i>Bev/Michael</i>
The cleaning company has had an outbreak of COVID so for the next week the hall cleaning would have to be done by the users. Michael to investigate.	<i>Michael</i>
Graham has had to step down as the handyman, any jobs that need doing please report to Michael who will sub out. Bev offered to help in the short term.	<i>All, Michael, Bev</i>
Item 8 – Treasurer's Report	
Jonathan reviewed the financial reports distributed to the committee by e-mail for July and August.	
Jonathan explained that due to health problems he was going to have to step down as Treasurer. Roland Wales had volunteered and the committee agreed for him to take up the position. Michael thanked Roland for volunteering. Michael thanked Jonathan for his help and hoped he would recover quickly.	<i>Jonathan/Roland</i>
Item 9 –Secretary's report	
Any charitable organisation, voluntary organisation or a not for profit group or individual, who are using the Hall's, "Hirer's Public Liability Cover" please confirm to Clive e.g. HAGA.	<i>All</i>
Item 10 – Booking Sec Report	
Kerry explained occupancy has improved dramatically. There are 2 groups that have not returned since COVID but there has been a dramatic increase in parties. The Hallmaster diary is now fully up	<i>Kerry</i>

and running. Michael thanked Kerry for her efforts. Kerry will send out new T&C's to existing long term users.	
Item 11 - Maintenance Report	
Oven not working correctly.	<i>Michael</i>
Wall hit again outside main entrance.	<i>Michael</i>
Item 12 – Committee Group Members Updates	
HVFC – new season launch party just held, over 400 attended. Dave thanked Bev, Kerry and Michael for their help. Matches start next Sunday.	
Angus will enquire about Hall's insurance for HVRA and Good Companions.	
Parish Council – Peter encouraged everyone to complete P.C. survey. The dog waste bin on the meadow may be removed as the company emptying dog bins for the council cannot walk that far, they are looking for alternatives. The P.C. would like feedback on the cycleway presentation later in the month.	<i>All</i> <i>Peter</i> <i>Michael</i>
HAGA – have now resumed after COVID.	
Community Shop - Louise enquired about the wooden bar at the top of the swings being rotten. Michael has had the bar inspected and it is just discoloured. A subsequent inspection confirmed the wooden bar was rotten and the swings have been removed. A quote for a replacement bar is being sought. With John Moorby leaving the committee the planters have not been built beneath the kitchen. Michael asked Louise to come up with a proposal, previously the committee had said it would pay 50% of the costs.	<i>Louise</i> <i>Kerry</i>
Item 13 A.O.B.	
Bev has been reviewing the maintenance costs of the grounds and has reduced the hours needed. He also estimated the litter picking cost had increased by £300/year due to the shop and other factors. The committee decided to think of ideas to reduce this next meeting.	<i>All</i>
Michael asked Louise to remove the broken table behind the football club.	<i>Louise</i>
Michael explained the council have carried out an invertebrate survey on the bank, results to follow.	<i>Michael</i>
There was a discussion on the proposed cycleway from the village hall into Wycombe, Michael has invited Charles Brocklehurst to brief the committee at a special meeting in the large hall on Wednesday 22 nd September at 7.30pm	<i>Michael</i> <i>All</i>

The meeting was adjourned at 22:02 by Michael.
The next meeting 04/10/21, 8.00pm.
Minutes submitted by: Clive Webb.