

Hughenden Valley Village Hall Monthly Meeting Minutes

01/11/21

Opening:

The meeting was held in the Committee Room and opened at 20:01 by Michael.

Present:

| Position | Name | Position | Name |
|-------------------|-----------------|-------------------------------------|-----------------|
| Chair | Michael Sole | Trustee/Fundraising | Vicky Bellamy |
| Art Group | Paul Cooper | MS Society | Apologies |
| HAGA | | Residents Association | Angus Idle |
| Trustee | Roland Wales | Bookings Secretary & Playground Rep | Apologies |
| Trustee | Apologies | Village Shop | Louise Jones |
| Conservation Team | Position Vacant | Trustee/Valley Players | Diana Gibbons |
| Treasurer | Apologies | Secretary | Clive Webb |
| Parish Council | Apologies | Resident | Bev Beveridge |
| Football Club | Dave Hilling | Maintenance | Position Vacant |
| Trustee | Apologies | | |
| | | | |

Item 1. The Chairman's Welcome

Michael welcomed everyone.

Item 2 – Apologies

Apologies were received from, Sam Morrison, Peter Gieler, Kerry Franklin, Judy Biggs, Jonathan Hilder, Andrew Flint and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

Louise questioned the recording of the minutes in October with regard to the marquee. Clive explained his interpretation of the discussion. Louise to send to Clive her different understanding for inclusion.

Louise

The rest of the minutes were unanimously accepted.

| Item 4 – Matters Arising from the last Meeting | <i>Action</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. The fire proof document cupboard will be installed at the same time. <i>Carried Over</i> | <i>Michael, Clive, Bev</i> |
| H&S Audit by Pat Beveridge ongoing. Pat met with Clive and | <i>Clive & Michael</i> |

| | |
|--|--|
| Michael before Easter. - <i>Carried Over</i> | |
| Last month 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. Michael is assembling all the info required for the next phase and has informed the PC. <i>Carried Over</i> | <i>Michael and Kerry</i> |
| Michael updated the meeting on the lighting changes first proposed by Sam. Another quote has been obtained and is being assessed. <i>Carried Over</i> | <i>Clive, Michael and Sam</i> |
| The CCTV repair has been completed, some cameras need to be repositioned. <i>Carried Over</i> | <i>Michael</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 water leak has been fixed and Jonathan is taking the billing errors up with the supplier this week. <i>Carried Over</i> | <i>Jonathan</i> |
| 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. The new Camera group has been given a cupboard, the old Valley Friends cupboard is being reallocated and the Play Group have been asked to clear some of their space. | <i>Bev and Michael</i> |
| As discussed at the last meeting Jonathan is stepping down from his role as Treasurer with Roland taking his place, Michael, Roland and Jonathan to meet to ensure a quick and efficient transition. Roland spoke of the need of an asset register, Bev volunteered to help compose. <i>In progress.</i> | <i>Michael, Jonathan, Roland and Bev.</i> |
| Kerry will send out new T&C’s to existing long term users. <i>Carried over</i> | <i>Kerry</i> |
| Vicky suggested as there was not enough time to organise Village Day we should celebrate the Queens Platinum Jubilee with a “Big Picnic” on the field over the weekend of the 2nd to the 5 th of June. The committee agreed. The committee stated they are committed to holding VD in 2023, Dave suggested each village hall user group could nominate someone to organise the day. | <i>Vicky, Diana, Kerry</i> <i>All</i> |
| Wall hit again outside main entrance. <i>Carried Over</i> | <i>Bev and Michael</i> |
| The surgery have been informed by Michael that vaccination parking from the start of this month can be Tuesday and Wednesday only with no parking on the field. | |

| | |
|---|--|
| Clive confirmed the Charity Commission's Annual report has been submitted for the accounting year ending September 2020. Angus questioned the reporting for The King George's Field, Clive explained the field and the hall can be reported together as they have been amalgamated into one charity, with one set of Trustees. | |
| Bev has reprogrammed the heating timer. | |
| Louise confirmed the switching on of the Christmas Lights and Carols would be on the 5 th December at 5pm. Kerry to check both halls free. | <i>All/Kerry</i> |
| Last month Louise asked for another bin as the one at present is not big enough. Michael asked Louise to check with the provider what our options are; - bigger bin, more frequent pick ups or perhaps 2 bins one with mixed recycling. <i>Carried Over</i> | <i>Louise</i> |
| Item 5 – Chairman's Report | |
| Jonathan has completed a "virtual tour" of the whole Village Hall site, the link is here: https://kuula.co/share/collection/7k3CF?logo=-1&card=1&info=0&fs=1&vr=1&sd=1&initload=0&thumbs=1 | <i>All/Kerry</i> |
| Item 6– Treasurers Report | |
| To follow, not received yet. | <i>Michael</i> |
| Roland and Michael to review "Hire Rates" for next year | <i>Michael and Roland</i> |
| Item 7. – Secretary's report | |
| Nothing to report | |
| Item 8 – Booking Sec Report | |
| Kerry has sent her apologies with the following points. On one occasion there were no pans in the small hall, Kerry and Diana to publish a list of what should be in each hall. There are still parking issues when both halls in use. A regular party hirer raised a concern over access to the fire door to the main kitchen which is used by caterers for big events due to the location of the shop marquee. Online calendar now up to date. Any problems or info needed contact Kerry. Village Hall e-mail addresses should be available soon. Kerry is obtaining more quotes for mending the swing as they are too expensive. | <i>Kerry and Diana</i> <i>All</i> <i>Kerry</i> |
| Item 9 – Maintenance Report | |
| One of the disable toilets is blocked, Bev volunteered to fix. | <i>Bev</i> |
| Bev requested Keiron's help to carry out several maintenance and decorating tasks, the committee agreed. | <i>Bev</i> |
| Since the CCTV installation the wifi has not worked, Bev volunteered to work with BT to get it working. | <i>Bev</i> |

| | |
|--|--|
| Item 10 – Committee Group Members Updates | |
| The F.C. have painted over the graffiti on the serving hatch. | |
| On the 27 th November the FR committee of Kerry, Vicky and Diana are holding a “Craft Xmas Fair” instead of the Xmas Bazaar due to COVID restrictions. Louise asked for a table at the event and volunteered to help. The committee authorised the purchase of a cheap card reader. | <i>Kerry, Vicky, Diana and Louise.</i> |
| Bev explained what the grass bank maintenance group were doing this month and thanked John for the loan of some equipment, he explained they were still short of helpers. Angus queried the grass cutting and volunteered to assist the team. | <i>Bev and Angus</i> |
| Angus chased the Invertebrate Study report, Michael explained the Hall has not received it yet. | |
| Item 11 – Village Shop | |
| Bev organised a Health and Safety Report for the area around the shop for the Village Hall and read out an extract of the findings. The committee agreed that Clive would forward the report when received and allocate a list of responsibilities for the village hall and the shop to complete. Bev volunteered to help. | |
| Louise asked for permission for the shop to place lights on the outside of the cabin as it was dark mornings and evenings now. Michael asked her for a written proposal, Clive to send out when received for the committee to vote on. | |
| Item 12 A.O.B. | |
| Michael publicised The Hughenden Street Association and their Wednesday coffee morning at Morrisons. Hughenden Street Association hildas@btinternet.com , Find us on Facebook: https://bit.ly/2PNqQfg Editor: 07808 229476 | <i>All</i> |
| The AGM date is confirmed for 06/12 at 8pm in the small hall, the Art Group have been informed. Angus asked for all users of the Village Hall to be invited. | <i>Clive, Michael, All</i> |
| The committee agreed for Michael to advertise for the caretaker/maintenance position. | <i>Michael</i> |
| There are two articles in this months Hughenden News from the Village Hall. | |

The meeting was adjourned at 21:43 by Michael.
The next meeting is the AGM, 01/11/21, 8.00pm.
Minutes submitted by: Clive Webb.