Hughenden Valley Village Hall Monthly Meeting Minutes

10/01/22

Opening:

The meeting was held in the Small Hall and opened at 20:01 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
Treasurer	Roland Wales	MS Society	Naj Alikhan
Booking Sec	Kerry Franklin	Residents Association	Angus Idle
Secretary	Apologies	Good Companions	Joan Steel
Resident/	Bev Beveridge	Village Shop	Louise Jones
Conservation Group			
Playground	Lisa Thyer-	Trustee/Valley Players	Diana Gibbons
	Jones		
HAGA	Andrew Flint	Art Group	Paul Copper
Parish Council	Apologies		
Football Club	Dave Hilling	Maintenance	Position Vacant
Trustee	Sam Morris		

Item 1. The Chairman's Welcome

Michael welcomed everyone with a special mention to our new group members Lisa Thyer-Jones (Playground Rep), Naj (MS Society) and Joan Steel (Good Companions). Michael also thanked all those who attended the AGM in December.

Item 2 – Apologies

Apologies were received from Clive Webb and Steve Smith

Item 3 - Record of Minutes from the last Meeting

The minutes of the last meeting were unanimously accepted.

Item 4 – Matters Arising from the last Meeting	Action
H&S Audit by Pat Beveridge ongoing. Pat met with Clive and	Clive & Michael
Michael before Easter Carried Over	
Last month Bev updated the meeting on dangerous machinery	Bev
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. Bev advised no further training was now	

required.	
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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400.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. Carried Over	Michael and Lisa
Queens Platinum Jubilee with a "Big Picnic" on the field now agreed for Sunday 4 th June. V icky is going to liase with the football club and establish a sub committee. Its not a fundraising event so will be looking at people bring their own supplies. Louise	Vicky, Diana, Kerry, Bev
suggested a separated area on the field where children can play together.	All
Health & Safety Report Michael informed the committee he has asked the shop chairman for a copy of the risk assessment they would have undertaken prior to locating the marquee and the flammability of the marquee material.	Michael & Shop
It was then proposed by Bev that the marquee should be removed so a full check of the underground surface can be undertaken, and the relevant repairs made. This is in response to the fire assessment conducted which highlighted the hall needed to mark out relevant emergency exit areas and make sure the surface was in good repair.	
Sam Morris proposed that this should be a 2-part process with the contractor conducting the check whilst the marquee was still in place and then the shop being given notice of when the contractor can return to complete the work.	
It was agreed that this would be the fairest approach for the Village shop. The aim would also be to conduct this in the winter months to minimise disruption to the shop trading.	
Resurfacing the rest of the carpark will then be potentially look at for next summer when the preschool is not in residence.	
Both Naj and Lisa raised concerns regarding the path that leads from the shop along the side of the park to the field – it was noted this will be looked at as well	Michael & Bev
Shop Lighting: Louise had previously requested to place external lights around the shop front. Louise can go ahead if they use the lights that have been advised by our lighting contractor. Michael will formally write to the shop	Michael, Sam, Louise
Trustee Meeting Minutes: Angus raised concerns that trustee meeting minutes have not been circulated. The trustees assured	Michael

him they have only met once, and those minutes have been	
Item 5 Re-election of officers	
Committee Officers Members of the committee nominated themselves for officer roles.	
Results Chair- Michael Sole Treasurer – Roland Wales Secretary – Clive Webb Booking Secretary – Kerry Franklin	
Item 6 Trustee Selection The committee agreed unanimously that Steve should join the trustees. All other trustees happy to stand again except for	
Roland Wales – standing down Daryll – no communication	
Trustees now stand at Diane Gibbons Victoria Bellamy Steve Smith Sam Morrison	
Trustees names get added to the land register and this will be dealth with by Clive	Clive
Item 7 – Constitution and Booking Secretary's Role Michael reread the quote from the constitution regarding committee members in paid roles and it was agreed Kerry can be paid for the 'task' of booking secretary as agreed by the committee previously	
Item 5 – Chairman's Report	
Michael confirmed that this year will see several needed upgrades to the hall with the lighting and fire alarm projects already agreed to go ahead this year	
Bev proposed an addition to the fire alarm system with a 'call' function. Sam and Michael will ask whether this can be added on by our previously agreed contractor.	Michael and Sam
Car park (discussed earlier) Michael is in the process of getting quotes. The car park needs serious repairs. This will be partly funded by income from hiring the carpark to the pharmacy.	Michael
Item 9– Secretary's Report	

Item 10 – Treasurer's report Financial Report Attached	
F	
Roland explained that the report reflects that no invoicing took place for regular hirers in 2021 when the hall reopened and therefore, he has had to backdate invoices.	
Back in May/June the water leak meant that we were charged over £6000 this has now been paid off. The committee asked if this could be claimed on insurance. Clive to investigate.	Clive
Gas supply costs have gone up significantly from December as our previous supplier went out of business. Roland is looking into the new supplier and whether we can get a better deal. Sam added that we may have to think about increased rates to take into consideration the increase in utilities	
In future, Roland will send the Finance report to the committee in advance of the meeting.	Roland
Item 11 – Booking Sec Report	
- Bookings are still on the up and already 8 confirmed bookings in the first 10 days of January	
- Several bookings having to postpone due to covid. Money to be held.	Kerry & Roland to establish process for this
- Online booking system working well. Hirers now get a booking confirmation followed by an invoice and then a receipt of payment all officially generated through the Hallmaster system. (Currently invoicing is for one off party hirers only. Invoicing for regular hirers is still manual. Date for regular hirers to move to invoicing through Hallmaster to be confirmed)	Kerry & Roland
- All regular hirers have been reminded that invoicing will now be done against the online calendar so regular hirers need to take responsibility for looking at the calendar and informing the booking secretary of any of their regular dates they do not need, or they will be charged	
- Website has been updated with new Tob's, special conditions of hirer and new rates	
Item 12 - Committee Group Members Updates	
Playground Rep Lisa	
- Looking into source for log for swings	

- Will book onto ROSPA Playground inspection course	
Fundraising – Victoria	
- Looking for additional help still	
M.S Society - Naj	
Is going to confirm if hall hirer is still needed and confirm with Kerry	
Good Companions – Joan	
 Looking for new members. Michael suggested an ad be placed on the hall's website and social media platforms. Louise highlighted that Joan could also advertise in the shop notice board 	
HAGA – Andrew	
re starting meetings next month	
Conservation Group - Bev	
Hay cutting has now been completed. This year they are looking to hire a contractor who can bale up and take away at a cost of about £400. The committee agreed that this was a good idea and a formal quote should be submitted for the committee approval.	
Items for sale that the group wish to purchase from John Moorby should also be formally written down for the committee to discuss.	
HVFC - Dave	
 Fundraising event in February cancelled but going ahead in June 	
- Dave has struggled to find woodchips to address the mud behind the football club	
 Dave would like to use the banner space to advertise for more members – the committee agreed to this 	
VALLEY PLAYERS	
No update as only meeting back today. Very successful panto	
Item 13 A.O.B.	
Michael: the cleaning of the hall is being addressed as we need to have the cleaning done outside of business hours and especially on a Monday morning after weekend parties. Michael is looking into this	Michael

The meeting was adjourned at 21:33 by Michael. The next meeting is the AGM, 01/02/22, 8.00pm. Minutes submitted by: Kerry Franklin.