

## 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/ Conservation Group	Bev Beveridge	Village Shop	Louise Jones
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
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.

<b>Item 4 – Matters Arising from the last Meeting</b>	<b>Action</b>
H&S Audit by Pat Beveridge ongoing. Pat met with Clive and Michael before Easter. - <i>Carried Over</i>	<i>Clive &amp; Michael</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. Bev advised no further training was now	<i>Bev</i>



<p>him they have only met once, and those minutes have been circulated. Michael agreed to resend them to Angus</p>	
<p><b>Item 5 Re-election of officers</b></p> <p><b>Committee Officers</b> Members of the committee nominated themselves for officer roles.</p> <p><b>Results</b> Chair- Michael Sole Treasurer – Roland Wales Secretary – Clive Webb Booking Secretary – Kerry Franklin</p> <p><b>Item 6 Trustee Selection</b> The committee agreed unanimously that Steve should join the trustees. All other trustees happy to stand again except for</p> <p>Roland Wales – standing down Daryll – no communication</p> <p><b>Trustees now stand at</b> Diane Gibbons Victoria Bellamy Steve Smith Sam Morrison</p> <p>Trustees names get added to the land register and this will be dealt with by Clive</p>	<p>Clive</p>
<p><b>Item 7 – Constitution and Booking Secretary’s Role</b> 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</p>	
<p><b>Item 5 – Chairman’s Report</b></p>	
<p>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</p> <p>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.</p> <p>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.</p>	<p><i>Michael and Sam</i></p> <p><i>Michael</i></p>
<p><b>Item 9– Secretary’s Report</b></p>	

No update	
<b>Item 10 – Treasurer’s report</b>	
<p>Financial Report Attached</p> <p>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.</p> <p>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.</p> <p>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</p> <p>In future, Roland will send the Finance report to the committee in advance of the meeting.</p>	<p><i>Clive</i></p> <p><i>Roland</i></p>
<b>Item 11 – Booking Sec Report</b>	
<ul style="list-style-type: none"> <li>- Bookings are still on the up and already 8 confirmed bookings in the first 10 days of January</li> <li>- Several bookings having to postpone due to covid. Money to be held.</li> <li>- 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)</li> <li>- 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</li> <li>- Website has been updated with new Tob’s, special conditions of hirer and new rates</li> </ul>	<p><i>Kerry &amp; Roland to establish process for this</i></p> <p><i>Kerry &amp; Roland</i></p>
<b>Item 12 – Committee Group Members Updates</b>	
<b>Playground Rep Lisa</b>	
<ul style="list-style-type: none"> <li>- Looking into source for log for swings</li> </ul>	

- Will book onto ROSPA Playground inspection course	
<b>Fundraising – Victoria</b>	
- Looking for additional help still	
<b>M.S Society - Naj</b>	
Is going to confirm if hall hirer is still needed and confirm with Kerry	
<b>Good Companions – Joan</b>	
- 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	
<b>HAGA – Andrew</b>	
re starting meetings next month	
<b>Conservation Group - Bev</b>	
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.	
<b>HVFC - Dave</b>	
- 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	
<b>VALLEY PLAYERS</b>	
No update as only meeting back today. Very successful panto	
<b>Item 13 A.O.B.</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	<i>Michael</i>


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.