

Hughenden Valley Village Hall Monthly Meeting Minutes

07/02/22

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	Apologies
Treasurer	Roland Wales	MS Society	Apologies
Booking Sec	Kerry Franklin	Residents Association	Angus Idle
Secretary	Clive Webb	Good Companions	Joan Steel
Resident/ Conservation Group	Apologies	Village Shop	Louise Jones
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Apologies	Art Group	Paul Cooper
Parish Council	Apologies	Trustee	Apologies
Football Club	Apologies	Maintenance	Position Vacant
Trustee	Sam Morris		

Item 1. The Chairman's Welcome

Michael welcomed everyone.

Item 2 – Apologies

Apologies were received from Bev Beveridge, Vicky Bellamy, Naj Alikhan, Dave Hilling, Andrew Flint 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 Michael before Easter. Clive, Michael and Bev to agree a time to meet. - <i>Carried Over</i>	<i>Clive & Michael</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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400.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	<i>Michael and Lisa</i>

has informed the PC. <i>Carried Over</i>	
Queens Platinum Jubilee with a “Big Picnic” on the field now agreed for Sunday 5 th June (note change in date). The organising committee is Vicky, Diana, Kerry and Bev.	<i>Vicky, Diana, Kerry, Bev</i>
Health & Safety Report Michael informed the committee he had received the marquee risk assessment from the shop and was reviewing it with our H&S advisor.	<i>Michael & Shop</i>
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, Louise confirmed they were looking at alternative units. Michael will meet Louise to reach an agreement.	<i>Michael, Louise</i>
Items for sale that the conservation group wish to purchase from John Moorby should also be formally written down for the committee to discuss. – <i>Carried Over</i>	<i>Bev</i>
Diana had volunteered to detail the contents of each cupboard in the kitchens, Kerry volunteered to help with the inventory – <i>Carried over</i>	<i>Diana and Kerry</i>
Item 5 – Re-opening of the village hall and playground	
The Hall has now re-opened fully. The hall provides cleaning solution and wipes at the entrance for each user to clean as required, there is also hand sanitiser available. In our terms and conditions we still publish advice with regard to Covid.	<i>All</i>
Item 6 – Chairman’s Report	
Michael informed the meeting of the problems the Parish Council are experiencing.	<i>All</i>
The new lighting and fire detection equipment will be fitted week commencing 21/02.	<i>All</i>
The new cleaning contract was put out to tender, the new contract starts 28/02. The cleaning will occur Mon, Wed and Fri from 0600 until 08:00.	<i>All</i>
Michael informed the meeting of the Country Supplies planning proposal and asked everyone to provide feedback to the council.	<i>All</i>
Michael explained to the meeting that some emergency repairs are required to the car park surface, Louise asked for reasonable notice.	<i>All</i>
Michael briefed the meeting on the shop’s efforts to replace the marquee. Louise explained there were several options still under discussion. Sam thought it a good idea if the car park was being resurfaced any holes should be completed at the same time.	<i>Louise</i>
Michael will replace disabled sign on post that Paul reported as missing.	<i>Michael</i>
Louise had asked that tables and chairs be located instead of the tape and cones used to mark off the unusable car park space. Michael explained to Louise the taping-off of the parking bays is due to the safety risk identified by the temporary marquee exceeding the set boundary and that all the table and chairs should	<i>Louise</i>

be located within their designated area as per the licence to occupy.	
The shop has offered the village hall committee a seat on its management committee, Michael asked if there were any volunteers.	<i>All/Michael</i>
The Pharmacy parking has now finished, this will of generated about £7500 for the resurfacing of the car park.	<i>All</i>
Louise enquired when the water meter would be fitted, Michael explained Bev would be fitting the meter the shop should arrange a suitable time with him.	<i>Louise/Bev</i>
Item 7 – Treasurer’s Report	
The monthly report was sent out with the Agenda.	
Roland commented on the report, the high figure for waste collection was due to a late invoice, the high gas figure £1300 for January was due to an increase in gas prices and the grant figure of £2667 was from a grant applied for by Michael from the council. Kerry volunteered to get together with Bev to see if any savings could be made on gas use.	<i>Kerry, Bev</i>
Michael asked that the lines in the report for profit/loss be changed to income/expenditure.	<i>Roland</i>
Roland commented that Hallmaster would start to take payments from next month and everyone should ensure their schedules and details are correct to ensure the transfer goes smoothly.	<i>All/Roland/Kerry</i>
Item 8– Secretary’s Report	
The charity commission have been updated of our trustee changes. Clive has instructed our solicitor to change the land register to represent the Trustee changes. Clive briefed the Trustees they will need to prove their identity to the solicitor and he will approach them all individually.	<i>Clive/Diana/Vicky/Sam/Steve</i>
The shop licence is up on the 03/03/22, Clive has instructed our solicitor to draw up a new licence for the Trustees to issue to the shop.	<i>Clive</i>
Louise stated the shop was seeking a long term lease, Clive explained that a copy of the proposed lease had already been given to the shop and the committee were waiting their response.	<i>Louise</i>
The new Trustees need to organise their first meeting.	<i>Trustees</i>
The audit for the last financial year needs to be completed for the charity submission in June. Roland explained he would have the information assembled by the end of March.	<i>Roland/Clive</i>
The committee had asked Clive to see whether an insurance claim could be made for the water leak. Clive explained that unfortunately our records were not complete. Clive asked that a water meter be installed for the Football Club and the Shop so that our use could be closely monitored. Michael said this was already	<i>Michael/Bev</i>

in hand. Clive gave Michael some information from our insurer on “leak bots” that can give early warning of leaks.	
Item 9 – Booking Sec’s Report	
We are experiencing a high level of cancellations due to COVID.	<i>All</i>
Rebound Fit are leaving but Kerry has a new potential hirer in discussions.	<i>Kerry</i>
The committee agreed for Kerry to purchase music leads to connect their phones/music drives to our system for hirers use.	<i>Kerry</i>
Michael thanked Kerry for getting the “virtual hall tour” online.	
Item 10 – Maintenance Report	
PAT testing to take place this week.	<i>All</i>
Advert for Caretaker to be placed in Hughenden News and village Facebook sites.	<i>Michael/Kerry</i>
There have been several walls damaged, Michael will arrange someone to repair.	<i>Michael</i>
There was a question of whether the WIFI was working, but it was working on the night of the meeting.	
Some updates required to CCTV, camera angles and monitor location.	<i>Bev</i>
Paul reported the Small Hall second door bottom deadbolt was broken.	<i>Michael</i>
Item 11 – Committee Group Members Updates	
Diana asked that a doorbell be provided. The committee authorised Diana to purchase what she required.	<i>Diana</i>
Clive briefed the meeting on an e-mail from Dave Hilling. “I have a few updates and one AOB for you, if you would kindly represent for me; <ul style="list-style-type: none"> - I am told the skip is arriving today (was due Friday) and, once we have emptied the Clubhouse, the Hall and Shop are welcome to utilise any remaining space - I am arranging for a WOOD CHIP TASK FORCE 😊 to spread the chips up on the pathway now that I have got agreement from the supplier to donate for us (hopefully get it done in next 3 weeks) - All going well on the football front and the pitch maintenance contract is now out for tender” 	<i>All</i>
Joan distributed flyers to promote Good Companions, Kerry volunteered to publicise.	<i>Joan/Kerry</i>
Louise asked to install another air conditions in the shop, Michael asked her to provide a written plan for consultation with the	<i>Louise/All</i>

committee.	
Louise asked about having a mixed recycling bin, Michael asked for a quote.	
Lisa explained about the problems raised during the last safety report, the committee decided that it would be best to employ an experienced and insured company to correct the problems. Lisa volunteered to see if the inspectors could recommend someone.	<i>Lisa</i>
Item 12- AOB	
Roland said there was some Football Club invoices unpaid.	<i>Dave H</i>
Michael volunteered to enquire whether the Hughenden Climate Group would like to get involved to run “The Queen’s Green Canopy” project.	<i>Michael</i>
All the e-mail addresses at hughendvillagehall.co.uk were now working, Clive will add to the distribution list. secretary@hughendvillagehall.co.uk , chairman@hughendvillagehall.co.uk , bookings@hughendvillagehall.co.uk , accounts@hughendvillagehall.co.uk	
Dave Hilling reported by e-mail the following “I have received a call this morning from a concerned mum who witnessed an accident on the field recently. Apparently, a young girl was playing on the large metal roller (situated to the right of the clubhouse as you look at it). The “arm” apparently fell on her chest, she was taken to hospital but was found to be ok. I am not sure who actually owns the roller. I haven’t seen it used since I have been in the Chair, however I am concerned that another accident could happen.” Clive has replied to Dave, that the roller is the football clubs and used to be chained up down by the floodlights. The committee wants the football club to ensure the roller is safe asap.	<i>Dave H</i>

The meeting was adjourned at 21:20 by Michael.
The next meeting is the 07/03/22, 8.00pm.
Minutes submitted by: Clive Webb