

## Hughenden Valley Village Hall Monthly Meeting Minutes

28/02/22

### Opening:

The meeting was held over zoom and opened at 20:02 by Michael.

### Present:

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

### Item 1. The Chairman's Welcome

Michael welcomed everyone and explained that he had called the meeting a week earlier to update everyone on the progress with the roof and tree damage due to the storms last week.

### Item 2 – Apologies

Apologies were received from Naj Alikhan and Joan Steel.

### 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. Clive, Michael and Bev to agree a time to meet. - <i>Carried Over</i>	<i>Clive &amp; 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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400.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.	<i>Michael and Lisa</i>

Michael is assembling all the info required for the next phase and has informed the PC. <i>Carried Over</i>	
Queens Platinum Jubilee with a “Big Picnic” on the field now agreed for Sunday 5 <sup>th</sup> June (note change in date). The organising committee is Vicky, Diana, Kerry, Bev and a shop rep. Vic has applied for some promotional material from the Queens Platinum Jubilee org. Bev volunteered to liaise with Hughenden School.	<i>Vicky, Diana, Kerry, Bev &amp; shop rep.</i>
The shop has offered the village hall committee a seat on its management committee, Michael asked if there were any volunteers, the committee asked Louise to confirm if this could be filled using a rota of individuals?	<i>Louise</i>
Shop Lighting: Louise had previously requested to place external lights around the shop front. Michael and Louise agreed for four lights to be installed with the same spec as the village hall.	<i>Louise</i>
The committee agreed for a tractor and scythe to be purchased from John Moorby for £650 for the conservation group.	<i>Roland and 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>
Michael will replace disabled sign on post that Paul reported as missing. - <i>Carried Over</i>	<i>Michael</i>
The new Trustees need to organise their first meeting. – <i>Carried over</i>	<i>Trustees</i>
Roland previously commented on the high gas use figure of £1300 for January was due to an increase in gas prices. Kerry volunteered to get together with Bev to see if any savings could be made on gas use. – <i>Carried Over</i>	<i>Kerry/Bev</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>Carried Over</i>	<i>Louise/Bev</i>
<b>Item 5 – Chairman’s Report</b>	
Test and Trace have contacted the hall to remove all notices and data.	<i>All</i>
The new lighting and fire detection equipment fitting has been delayed.	<i>All</i>
The new cleaning contract was put out to tender, the new contract start has been delayed. The cleaning will occur Mon, Wed and Fri from 0600 until 08:00.	<i>All</i>
Hughenden Climate Group have approached the hall to fund a wild flower area and plant a new hedge by Valley Road.	<i>All</i>
<b>Item 6 – Treasurer’s Report</b>	
There was a deficit so far this month of £400 due to cancellations for the roof.	
The Surgery are outstanding two invoices for car parking.	<i>Roland</i>
Roland explained our water use was still excessive, Bev volunteered whilst the hall was closed he would monitor its use.	<i>Bev</i>
<b>Item 7– Secretary’s Report</b>	
Clive has instructed our solicitor to change the land register to	<i>Clive/Diana/Vicky/Sam/Steve</i>

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>Carried Over</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. This will be issued this week.	<i>Clive</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>Carried Over</i>	<i>Roland/Clive</i>
<b>Item 8 – Booking Sec’s Report</b>	
Due to the roof situation, we are not taking bookings atm. Kerry expressed thanks to local village halls for helping in this period.	<i>All</i>
<b>Item 9 – Maintenance Report</b>	
Advert for Caretaker to be placed in Hughenden News and village Facebook sites. - <i>Carried Over</i>	<i>Michael/Kerry</i>
There have been several walls damaged, Michael will arrange someone to repair. Sam will send to Michael details of a device to prevent this.	<i>Michael</i>
A new router has been fitted for the WIFI at the hall.	<i>All</i>
Some updates required to CCTV, Steve volunteered to help Bev with this.	<i>Bev/Steve</i>
Michael thanked Paul and Bev for fixing some of the problems raised last month.	<i>Michael</i>
Diana asked that a doorbell be provided. The committee authorised Diana to purchase what she required. – <i>Carried Over</i>	
<b>Item 10 – Committee Group Members Updates</b>	
DH asked Michael to let him know when the skip could be removed.	<i>Michael/Dave</i>
DH let the committee know that the roller had been removed.	<i>All</i>
DH thanked Michael for the recruitment banner manufacturers details and asked Michael to let him know when he could install it.	<i>Michael/Dave</i>
Louise asked could the shop serve cream teas and ice creams at the Queen’s Platinum Jubilee Day. It was agreed there would be a shop representative on the organising committee.	<i>Louise/Vicky</i>
<b>Item 11- Village Hall Roof and Re-opening the Site</b>	
Michael reported to the committee the events of the last week:- Fri 18 <sup>th</sup> A.M.- Roof ripped off village hall and tree nearest shop blew down. Village Hall site was closed to all. Fri 18 <sup>th</sup> P.M. - Michael, Clive, Bev, Roofing Contractor (Deluxe Roofing) and loss adjuster met at site and agreed action plan. Bev	

<p>volunteered to project manage the recovery. Plastic sheeting laid on floor in village hall to protect floor. Herras fencing and skips ordered.</p> <p>Sat 19<sup>th</sup> - Call went out for local volunteers and donations of buckets as roof was leaking and we needed to protect floor. Skips delivered. Volunteers began mopping up.</p> <p>Sun 20<sup>th</sup> - Volunteers manned the hall throughout the day and evening, mopping out until the rain stopped.</p> <p>Mon 21<sup>st</sup> - Herras Fencing erected around site, roof debris cleared into skips by roofing contractor, tree debris cleared voluntarily by Grays Arborist, scaffolding erected on field side of hall.</p> <p>Tue 22<sup>nd</sup> - Scaffolding erected on shop side of hall and temporary roof cover installation began. Loss adjuster will not cover damage from fallen tree.</p> <p>Wed 23<sup>rd</sup> - Roofing contractor completed temporary roof cover and guttering, risk assessment for site updated, shop informed they will not be able to partially open until a tree audit has been carried out, roofing contractor submits quotes to insurers.</p> <p>Thur 24<sup>th</sup> - Village Hall, loss adjusters and insurers reach agreement with roofing contractor to fit and supply Flagon Suprema Roofing System, risk assessment updated by H&amp;S advisor.</p> <p>Fri 25<sup>th</sup> - Risk assessment updated, football matches for weekend cancelled, M.P. visited site.</p> <p>Sat 26<sup>th</sup> - Quotes starting to be organised for internal damage.</p> <p>Sun 27<sup>th</sup> – Pre-school relocate equipment to Speen</p> <p>Mon 28<sup>th</sup> – Full risk assessment actioned, extra fencing ordered, anti-trip feet for fencing ordered. More quotes required from arborists.</p>	
<p>The committee asked Clive to send letters of thanks to M&amp;S (Emma Ward) and The Timber Group for the donation of buckets. Thanks should also be given to the Kearval family and Steve Smith from Wycombe Photography for their help and Gray's Arborists for clearing the tree debris.</p>	
<p>Michael on behalf of the committee thanked all the volunteers who helped especially Bev who volunteered to project manage the project.</p>	
<p>Once the full tree audit has been completed Michael informed the meeting that a safe route has been worked out with our advisor so customers can access the shop, Steve asked could there be parking provided for mobility challenged customers.</p>	
<p>Clive raised the issue of members of the shop committee denigrating the volunteers from the village hall. Representatives from both committees agreed to work positively together in sweetness and light, holding hands!! ☺</p>	
<p>DH raised the issue of football this weekend, Michael agreed to provide a pedestrian only access to the field, there would be no car parking available.</p>	
<p>Louise asked what tree surgeon the hall were using, it was explained we had approached several and would employ the one</p>	

with the soonest date available.	
Louise asked for a copy of the risk assessment, Michael replied that the risk assessment is a procedural document for those bringing the hall back to working order and not for the hall users. The contents of the assessment require correct and informed interpretation, Michael has been briefed by our H&S advisor on its contents and will happily meet Louise to go through her concerns. He expected that the shop would carry out their own risk assessment.	
There was a discussion with regard how the shop communicated with their insurers, Clive volunteered to write to the shop listing the events and timelines for the shop to forward to their insurers.	
<b>Item 12 A.O.B.</b>	
The postman is delivering all post to the shop, village hall and pre school to Roland. He will distribute.	

The meeting was adjourned at 21:44 by Michael.

The next meeting is the 04/04/22, 8.00pm.

Minutes submitted by: Clive Webb