

## Hughenden Valley Village Hall Monthly Meeting Minutes

04/04/22

### Opening:

The meeting was held at Hughenden Primary School and opened at 20:00 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	Apologies	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	Apologies		

### Item 1. Chairman's Welcome

Michael welcomed everyone and thanked Bev for arranging the alternative venue.

### Item 2 – Apologies

Apologies were received from Naj Alikhan, Joan Steel, Sam Morrison, and Clive Webb.

### 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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400.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 and has assembled all the info required and now awaiting the formation of a quorate HPC. <i>Carried Over</i>	<i>Michael &amp; Lisa</i>
Queens Platinum Jubilee with a “Big Picnic” on the field was originally agreed for Sunday 5 <sup>th</sup> June, however, our volunteer organisers have now declined to become involved. Unfortunately, this means the event will not take place.	
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 &amp; Michael</i>

<i>Carried over</i>	
Diana had volunteered to detail the contents of each cupboard and drawer in the kitchens, Kerry volunteered to help with the inventory – <i>Carried over</i>	<i>Diana &amp; 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>
<p><b>Item 5 – Village Hall Roof and re-opening</b></p> <p>Bev provided a comprehensive update on all preparatory works achieved so far and gave an indication on the future time-line for installing the replacement roof. Subsequent work required included internal ceiling decorating; fitting replacement sound absorbing panel; installing both new fire detection and hall lighting. A weekly bulletin would be issued to the committee then posted on the hall website and facebook sites, plus on the newly installed public notice-board adjacent to the HPC notice-board on Valley Road.</p> <p>Bev announced the children’s playground had been reopened with a temporary entrance created along the public footpath behind the community shop.</p>	<i>Bev &amp; Michael</i>
<b>Item 6 – Chairman’s Report</b>	
Michael explained the meeting will focus on the replacement roof progress in order to ensure all present were totally updated. Bev would present his update later in the meeting.	
<b>Item 7 – Treasurer’s Report</b>	
There was a deficit of £4386 due entirely to the lack of hire income during the closure period and a one-off legal invoice relating to work undertaken by CG over the past 4 years.	
All Surgery outstanding invoices for car parking have now been paid.	
Roland explained our water use was still excessive and that Bev and he would monitor usage.	<i>Roland &amp; Bev</i>
Lisa requested a breakdown of Jan/Feb maintenance figures to explain spike in costs.	<i>Roland</i>
<b>Item 8– Secretary’s Report</b>	
<p><i>As Clive was not in attendance, there was no Secretary’s Report.</i></p> <p>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>Carried Over</i></p>	<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. 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 &amp; Clive</i>
<b>Item 9 – Booking Secretary’s Report</b>	
Kerry explained she was keeping hirers aware of roof progress. Call numbers, whilst slightly lower than normal, were still considerable, primarily for one-off hires e.g. parties and celebrations.	
<b>Item 10 – Maintenance Report</b>	
3 applicants for handyman/caretaker vacancy met with Bev and, together with Michael, recommended the appointment of Robert a villager. Michael to notify all applicants of result.	<i>Michael</i>
There have been several external brick walls damaged, Michael will arrange someone to repair. Sam will send to Michael details of a device to prevent this. <i>Carried over.</i>	<i>Michael</i>
Some updates required to CCTV, Steve volunteered to help Bev with this. <i>Carried over.</i>	<i>Bev/Steve</i>
Diana asked that a doorbell be provided. The committee authorised Diana to purchase what she required. – <i>Carried Over</i>	
<b>Item 11 – Committee Group Members Updates</b>	
DH confirmed the skip had been removed.	
MS advised that Naj had written to him and Clive to advise the MS Society would no longer be using the hall due to their HQ restrictions and local resources. Michael thanked Naj for his brief involvement with the committee.	
MS updated all on HPC i.e. now quorate and active; list of councilors on HPC website; recruiting for new Clerk.	
LJ advised shop required 10 days notice to prepare shop for reopening. MS advised that external seating area must not exceed boundary specified in the current/new licence. LJ advised her previous request to discuss new ventilation units has been paused until funding available.	<i>Michael/Bev</i>
<b>Item 12 A.O.B.</b>	
None	

The meeting was adjourned at 21:22 by Michael.

Date of next meeting is 09/05/22, 8.00pm.

Venue to be advised.

Minutes submitted by: Michael Sole