

Hughenden Valley Village Hall Monthly Meeting Minutes

09/05/22

Opening:

The meeting was held at Hughenden Primary School 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	Apologies
Secretary	Clive Webb	Good Companions	Apologies
Resident/ Conservation Group	Bev Beveridge	Village Shop	Apologies
Playground	Apologies	Trustee/Valley Players	Diana Gibbons
HAGA	Apologies	Art Group	Paul Cooper
Parish Council	Apologies	Trustee	Apologies
Football Club	Apologies	Maintenance	Apologies
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 Lisa Thyer-Jones, Angus Idle, Louise Jones, Dave Hilling, Joan Steel, Steve Smith, Sam Morrison and Andrew Flint .

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. 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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400. Now the PC is working again Michael has e-mailed the clerk to restart the negotiation. <i>Carried Over</i>	<i>Michael & Lisa</i>
Queens Platinum Jubilee with a “Big Picnic” on the field was originally agreed for Sunday 5 th June, however, our volunteer organisers have now declined to become involved. The Residents Association have indicated they were also unable to run the event. Michael to seek confirmation from HVRA.	<i>Michael</i>
The shop had offered the village hall committee a seat on its management	<i>Louise & Michael</i>

committee, however they have now withdrawn this offer. Some members of the committee commented that it would help communication if the shop had a representative of the village hall at it's meetings.	
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 & Kerry</i>
Michael will replace disabled parking 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 and water usage figures. Kerry volunteered to get together with Bev to see if any savings could be made on utilities. Bev has since had installed water meters for the football club and shop. The committee decided to monitor usage monthly for three months. – <i>Carried Over</i>	<i>Kerry/Bev</i>
Roland has provided last year's accounts and they are now with the auditor.	<i>Roland/Clive</i>
Last meeting Roland had been asked by Lisa a breakdown of Jan/Feb maintenance figures to explain spike in costs. - <i>Carried Over</i>	<i>Roland/Lisa</i>
Sam, Vicky and Diana have been added to the Land Registry as Trustees by our solicitor.	
The new shop licence drawn up by our solicitor was issued to Simon Keary on the 05/04 and acknowledged as received by e-mail on the 12/04. As there appeared to be some confusion within the shop management committee as to what the implications of the licence meant, Michael will write to them offering to explain.	<i>Michael</i>
Item 5 – Village Hall Roof and re-opening	
The Village Hall re-opened to everyone last week on Tuesday 03/05. There are still a few items outstanding namely soundboards, new fire alarm and new light fittings, these will be fitted at an agreed time in the future. Michael and the committee thanked Bev for all his efforts and explained the only reason the hall is open now is down to Bev's efforts.	<i>Bev & Michael</i>
The Village Shop is due to open on the 10/05.	<i>Louise</i>
Item 6 – Chairman's Report	
Item 7 – Treasurer's Report	
Due to the Hall closure we have a year to date deficit of £12802.40. It should be noted however that the hall insurance policy will reimburse a large part of this as its due to loss of income.	<i>Roland</i>
The high charge in Feb was due to the fact we paid for new light fittings that are still to be fitted.	<i>Roland</i>
The was a large Bank and Professional charge in March due to historical solicitors fees.	<i>Roland</i>
Item 8– Secretary's Report	
Item 9 – Booking Secretary's Report	
Regular hirers were all back or in the process of returning, we have only	

lost two regular bookings, Rebound Fit and Zumba. Good companions look like they will start again and we hopefully have a new fitness class starting.	
Unfortunately there has been a problem with a party on Friday 06/04, not respecting our neighbours. Michael, Kerry and Bev volunteered to investigate if necessary using CCTV. Michael will advise the results of this investigation at the next meeting and if possible come up with some actions to stop this happening in the future.	<i>Michael/Kerry and Bev</i>
In order for Kerry to control the key issue and return better Bev volunteered to install a key safe at her house.	<i>Kerry/Bev</i>
Kerry asked Bev if the curtains could be re-hung, Bev agreed.	<i>Bev</i>
Item 10 – Maintenance Report	
It was agreed that Bev would take over the daily control of maintenance, cleaning and grounds maintenance from Michael. If any one has any issues in these areas please report to Bev.	<i>Michael</i>
Bev explained the skip will be removed on Friday.	<i>Bev</i>
Bev is getting quotes for the resurfacing of the car park. This will be for the entire car park including the shop side as maintenance is a key village hall responsibility, the only area we shall not be resurfacing is underneath the community shop building, for obvious reasons.	<i>Bev</i>
The replacement of the rotten timber posts around the outside of the village hall roadside is in hand.	<i>Bev</i>
The hashed area outside the fire exit to be refreshed with paint to emphasise that it must be kept clear.	<i>Bev</i>
Kerry raised the issue of some tables going missing, she volunteered to carry out an inventory.	<i>Kerry</i>
There had been some comments from neighbours with regard to the outside light timings. Bev will investigate and if necessary replace the timers.	<i>Bev</i>
Item 11 – Committee Group Members Updates	
Art, pre-school and valley players are returning. Art Group had their first meeting tonight.	
Item 12 A.O.B.	
HVRA AGM 19/05	<i>All</i>
Michael explained to the group that when we had the trees inspected after the storm the company proposed a program to maintain them. The committee agreed that this should commence.	<i>Bev</i>
Hughenden Climate Group have sourced the shrubs and bushes to reinvigorate the area between the car park and the road. We will have to	<i>Michael</i>

pay for the planting.	
Lisa is still sorting the broken swing, complications have arisen due to changes of the regulations.	<i>Lisa</i>
There was a brief discussion as to the proposal sent through to the committee by Louise, Clive to send pictures of the shop proposal to Diana and Paul. It was commented that a permanent outside area has not yet been agreed, the committee has said however that the outside area as detailed in the licence may be used for external seating.. Any temporary roof must be agreed by the committee in advance of installing. Since the meeting, Louise has messaged to say she will send a full proposal through before the next meeting.	<i>Louise</i>
Angus has requested that when the Trustees meet could they please provide a fuller report of their discussions.	<i>Trustees</i>
Michael announced the next meeting would return to the normal yearly June “walk around the grounds presentation” by the bank maintenance volunteers, followed by refreshments in the small hall.	<i>All</i>

The meeting was adjourned at 21:29 by Michael.

Date of next meeting is 06/06/22, 8.00pm.

Venue; Small Hall

Minutes submitted by: Clive Webb