

Hughenden Valley Village Hall Monthly Meeting Minutes

04/07/22

Opening:

The meeting was held at Hughenden Valley Village Hall and opened at 20:00 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Apologies
Treasurer	Roland Wales	Maintenance	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	Sam Morrison
Football Club	Dave Hilling		
Trustee	Steve Smith		

Item 1. Chairman's Welcome

Michael welcomed everyone and thanked John Moorby and the conservation team for last months briefing.

Item 2 – Apologies

Apologies were received from Vicky Bellamy and Joan Steel.

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 This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400. Michael is now in contact with Councillor Jill Armshaw, to progress our claim. <i>Carried Over</i>	<i>Michael & Lisa</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 & Kerry</i>
Michael has replaced the missing disabled parking sign on post that Paul reported.	
The new Trustees have organised their first meeting for 13 July.	<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	<i>Kerry/Bev</i>

club and shop. The committee decided to monitor usage monthly for three months. – <i>Carried Over</i>	
The CCTV still has problems that Michael was getting fixed. – <i>Carried Over</i>	<i>Michael</i>
The renewed 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 has met with them to explain the implications.	
Bev will hang the curtains this week – <i>Carried Over</i>	<i>Bev</i>
The hashed area outside the fire exit to be has been refreshed to emphasise that it must be kept clear.	
The replacement of the rotten timber posts around the outside of the village hall roadside has been completed.	
Kerry raised the issue of some tables going missing at the last meeting, the committee authorised Kerry to purchase two more.	<i>Kerry</i>
Bev has reviewed the outside light timings.	
Item 5 – Village Hall Roof and re-opening	
This is the last time it will need to be on the Agenda. The new light fittings and the fire alarm system will be installed at the end of August, the hall will need to be shut down.	<i>Bev, Kerry & Michael</i>
Michael and Bev are finalising our insurance claim with the loss adjuster.	<i>Michael and Bev</i>
Item 6 – Chairman’s Report	
Michael has met the new chairman of the HVRA, Peter Spence.	
The information board for the “Wildlife Area” is progressing, Michael has discussed the project with Steve Pickersgill.	
Michael asked Louise for the full plan for the shop’s proposal to separate the car park and seating area.	<i>Louise</i>
Bev has obtained a couple of quotes for the car park repairs, he is going to try to get more and make sure they are “like for like”. Steve offered to help. Louise questioned Michael about delineating the area around the shop with a resin based covering, Michael explained to the committee that he was aiming to get a “simple” quote for the whole car park.	<i>Bev & Steve</i>
Joan Steele has communicated with Michael to confirm the Good Companions group were closing. The Hall has received £150 donation from them. Michael to consider how this will be spent.	<i>Michael</i>
Michael distributed an estimate for floor repairs. The total of £10770 included £6900 from the insurance company for roof damage repairs. The committee authorised the remaining £3870 expenditure.	<i>Michael</i>
Item 7 – Treasurer’s Report	
Clive had distributed June’s figures with the agenda. Roland explained there was a large BT bill for broadband of £1500 as we hadn’t been billed since Feb 2020.	<i>Roland</i>
In the figures there was a donation of £500 from the P.C. that we will have to give back as they sent it to us by mistake.	<i>Roland</i>
Steve questioned the charge from £9000 charge in Feb, Roland explained it was for the new lighting equipment that was delayed by the roof failure.	
Item 8– Secretary’s Report	

Clive explained the insurance policy is due for renewal this month. The premium will increase due to inflation and our recent claim.	<i>Clive</i>
The Charity Commission Submission is now due, Clive is just waiting for the audit to be returned.	<i>Clive</i>
Item 9 – Booking Secretary’s Report	
The Hall is nearly at capacity for regular bookings. We have two new groups Zumba and Kid’s Marshall Arts.	
One of the fitness groups hiring the hall have complained that a group is advertising a competing fitness class at Hughenden Village Hall, but they are using the car park and holding it on the field. The Committee authorised Michael to contact them pointing out King Georges field cannot be used for commercial use and the car park is private.	<i>Michael</i>
The Hall will be shut completely from 22/08 until 2/09 in order for the remaining maintenance and repairs to be made following the roof damage.	<i>Michael/Kerry and Bev</i>
Kerry briefed the meeting that some regular hirers are still not paying monthly.	<i>All</i>
Kerry raised the issue of hirers complaining about the “full” bins. Michael asked Loise to obtain a quote for an extra bin.	<i>Louise</i>
Kerry commented on how dirty the windows were, Bev to arrange to increase the cleaning to once every two months, 6 x year.	<i>Bev</i>
Item 10 – Maintenance Report	
Bev explained the holes in the car park and the cones would be fixed and removed this week.	<i>Bev</i>
Our new “caretaker” has settled in well and completing our outstanding maintenance issues.	
Item 11 – Committee Group Members Updates	
Diana announced the drama group would be holding a Murder Mystery evening on the 03/09/22. Tickets from the shop.	<i>All</i>
Lisa announced she had completed the ROSPA playground management course and would be trialling a new system for maintaining playground records.	<i>Lisa</i>
Louise has installed a new assistance door into the shop.	
The Football Club held their AGM over the weekend, Dave thanked the committee for allowing the new noticeboards and over the summer new goals will be installed on the back pitch.	
Item 12 A.O.B.	
HVRA – Angus announced the Hughenden News will be out soon, Michael commented he had been asked to submit an article on the roof damage but hadn’t had the time.	

Clive asked Louise for her new e-mail address as our e-mails keep getting returned.	<i>Bev</i>
Michael is going to seek a grant for the new xmas tree lights as the insurance would not cover their loss.	<i>Michael</i>
Michael closed the meeting. There is no meeting in August.	

The meeting was adjourned at 21:35 by Michael.

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

Venue; Village Hall

Minutes submitted by: Clive Webb