

## Hughenden Valley Village Hall Monthly Meeting Minutes

03/10/22

### 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	Not present
Treasurer	Roland Wales	Maintenance	Not present
Booking Sec	Kerry Franklin	Residents Association	Angus Idle
Secretary	Not present	Village Shop	Louise Jones
Resident/ Conservation Group	Bev Beveridge	Trustee	Not present
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Paul Cooper
Parish Council	Not present		
Football Club	Not present		
Trustee	Not present		

### Item 1. Chairman's Welcome

Michael welcomed everyone and introduced Paul Spence new HVRA chair who was an invited guest

### Item 2 – Apologies

Clive, Victoria, Dave.

### 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>
Lisa gave feedback on her meeting with the playground equipment supplier and will prepare a more detailed report to share with HPC for ascertaining available funding.	<i>Lisa &amp; Michael</i>
Diana and Kerry have completed the inventory of equipment and are in the process of replacing missing items. – <i>Carried over</i>	<i>Diana &amp; Kerry</i>
A few snags relating to the new lighting have yet to be resolved and a date for installation of replacement external lighting has still to be agreed.	<i>Bev</i>
The CCTV is still problematic and Bev is investigating a suitable contractor to sort the problems at the previously agreed budget.	<i>Bev</i>
Bev has obtained three quotes for the car park resurfacing, and will conduct subsequent discussions with suppliers ref specifications, timings etc. before presenting final shortlist at next meeting.	<i>Bev</i>
Kerry raised the issue of some tables going missing at a previous meeting, the committee authorised Kerry to purchase two more. – <i>Carried Over</i>	<i>Kerry/Bev</i>
The new fire alarm system has been installed but not yet commissioned.	<i>Bev, Clive and Kerry.</i>

We will need to update our fire alarm routines when the system has been commissioned. – Carried over	
Car park holes have been repaired, there are still cones around tree routes that need fixing. – Carried over	<i>Bev</i>
Louise has looked at increasing our bin provision, the supplier can provide an extra pick up on Thursday or provide an extra bin. The committee asked Louise to see if we could get bigger bins as more bins would require building work. – Carried over	<i>Louise</i>
The information board for the “Conservation Area” is progressing, Michael has met with Steve Pickersgill and has recently received the survey results from Bucks Invertebrate Group – Carried Over	<i>Michael</i>
Bev is still obtaining a quotation for Xmas Lights for tree and hall front – Carried Over	<i>Bev</i>
Michael reminded all that both Shop and HVFC will be charged for their water consumption since the installation of the meters. Roland will calculate sums once the latest bill has been received from the water company	<i>Roland</i>
The alterations to our T&Cs relating to parking and fireworks have been completed and will be uploaded to hire portal before next meeting.	<i>Clive and Kerry</i>
<b>Item 5 – Chairman’s Report</b>	
A review of our energy usage and potential reductions will be conducted over the coming weeks. – Carried over	<i>Roland, Steve, Bev and Vicky.</i>
Michael briefed the committee that our current charges would normally be reviewed at the end of the year but questioned whether due to inflation we should make an interim adjustment. Roland explained as of yet, due to low energy and water usage we have not seen a massive increase in costs. Andrew drew the meetings attention to the old policy of discounting hall charges for community groups. The meeting concluded for Kerry and Roland to review ideas for next meeting. – Carried over	<i>Kerry and Roland</i>
Following consultation with the football club and conservation group, the offer of a new bench to be sited on the field or on the bank has been declined.	<i>Michael</i>
<b>Item 6 – Treasurer’s Report</b>	
September’s monthly accounts were sent out with the agenda. There were no observations made.	
<b>Item 7– Secretary’s Report</b>	
No report	
<b>Item 8 – Booking Secretary’s Report</b>	
Kerry reported that 3 new groups had or planned to commence i.e. Yoga (Fri lunchtime); Strong Nation; SoccerTots.	
Pre-School have moved permanently into the small hall. Their storage space in the front bar room and in the committee room will soon be cleared for alternative use.	<i>Diana</i>
<b>Item 9 – Maintenance Report</b>	
The fire proof document cupboard is to be purchased now the fire alarm system is updated – Carried over	<i>Bev/Bob</i>

Defibrillator battery has been replaced.	
Following a review by Bev and Michael, the proposed car park fenders/bumpers will not to be fitted as only one or two incidents of wall damage occur each year and Bob Cook has proven to be a capable bricklayer.	
Michael asked Bev to restore the committee room table ASAP.	<i>Bev</i>
<b>Item 10 – Committee Group Members Updates</b>	
HAGA – unlikely to take a space at the Christmas Bazaar due to change of theme.	<i>Andrew</i>
Art Group – Annual Exhibition scheduled for 14-16 October.	<i>Paul</i>
HVRA – confirmed they will provide the tombola for the Christmas Fair. Angus mentioned Wycombe Wildlife group will be holding a meeting in the hall and requested Michael to promote the event. Angus to provide details.	<i>Peter</i> <i>Angus</i>
HVFC – no report.	
Conservation group – annual grass cut completed. Discovery of rogue trees planted on bank adjacent to Spring Rising.	<i>Bev</i>
Fund Raising - Kerry advised the plea for more people to join the fund raising team has not been successful and the Christmas Dance and 2023 Village Day may not happen. The Christmas Fair will definitely proceed as planned on Saturday 26 November 10.00-16.00. Kerry suggested she prepare a final plea to include in the forthcoming issue of Hughenden News and via the various social media platforms.	<i>Kerry/Victoria</i>
Valley Players - pantomime this year will be “Aladdin” with performance scheduled for 8 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> December.  Community Shop – Christmas Carols & Lights switching on event will take place on Sunday 4 <sup>th</sup> December 4pm for 4.30pm.	<i>Diana</i>
<b>Item 11 Community Shop Proposal</b>	
Louise read her response to the various observations received from the committee on her proposal. As there was a time constraint, it was decided not to continue debating the issue and Michael would email a copy of the response document to the committee and request a YES or NO decision from each member.	<i>All</i>
Michael closed the meeting.	

The meeting was adjourned at 21:26 by Michael.  
Date of next meeting is 07/11/22, 8.00pm.  
Venue: Village Hall Committee Room  
Minutes submitted by: Michael Sole