

## Hughenden Valley Village Hall Monthly Meeting Minutes

05/09/22

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

### Item 1. Chairman's Welcome

Michael welcomed everyone.

### Item 2 – Apologies

There were no apologies.

### 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>
There has been some progress with our negotiations with the PC with regard to replacing the play equipment. Lisa and Michael are negotiating and Lisa is meeting with our equipment providers to produce a plan.	<i>Michael &amp; Lisa</i>
Diana and Kerry have completed the inventory of equipment and are in the process of replacing missing items.	<i>Diana &amp; Kerry</i>
The new light fittings have largely been completed, save for a few snagging comments. The meeting agreed to authorise new outside lights circa £1700.	<i>Michael</i>
The new Trustees have held their first meeting. Clive had already distributed the minutes with the agenda for this meeting.	
The floor maintenance has been completed.	
The CCTV still has problems that Michael was getting fixed. Bev asked the meeting to employ an outside contractor to sort the problems, the meeting agreed providing a cost limit of £500.	<i>Bev</i>
The insurance claim has been completed. Roland explained financially the	

hall is on a similar footing to a normal year despite the closures.	
Bev has hung the hall curtains.	
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>Carried Over</i>	<i>Michael</i>
Bev has progressed and obtained three quotes for the car park repairs, he supplied the meeting with the comparable estimates. Louise suggested another provider that another local hall had used. Bev/Steve to follow up.	<i>Bev, Steve and Michael</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 has been installed but not yet commissioned. We will need to update our fire alarm routines when the system has been commissioned.	<i>Michael, Clive and Kerry.</i>
Car park holes have been repaired, there are still cones around tree routes that need fixing.	<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.	<i>Louise</i>
The information board for the “Wildlife Area” is progressing, Michael has discussed the project with Steve Pickersgill. – <i>Carried Over</i>	<i>Michael</i>
The 2021 audit was completed and the Charity Commission submission has been filed by Clive.	
The VH Insurance has been renewed.	
One of the fitness groups hiring the hall 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. Michael has communicated with this group and they have moved.	
Bev is still looking into the Xmas Light situation. – <i>Carried Over</i>	<i>Bev</i>
Bev briefed the meeting on the Hall, Shop and FC water use now we have meters installed.	
<b>Item 5– Hall Terms and Conditions</b>	
There have been three problems over the Summer hiring out the hall, notably fireworks, noise and parking indiscriminately. The committee discussed these problems, several proposals were made, Clive and Michael will investigate their legality. In the mean time the hall T&C’s will be adjusted to ensure there is no confusion in our Conditions of Hire.	<i>Clive, Michael and Kerry</i>
<b>Item 6 – Chairman’s Report</b>	
Michael raised the issue of our energy use and monitoring in the future. The committee decided to create a sub committee to review this, Roland, Bev, Steve and Vicky volunteered to report back by the next meeting.	<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.	<i>Kerry and Roland</i>

Someone has approached the VH to relocate a bench from the church to the field, Michael to investigate with the “conservation group” whether it can be sited on the hill.	<i>Michael</i>
<b>Item 7 – Treasurer’s Report</b>	
Clive distributed monthly accounts with agenda, office costs high due to bills from PPL and PRS, cleaning high as it has July and August bills.	<i>Roland</i>
<b>Item 8– Secretary’s Report</b>	
Nothing outstanding	
<b>Item 9 – Booking Secretary’s Report</b>	
As expected booking 50% down in Aug. We have lost two regular bookings but we have also gained 2.	
Pre-School are hoping to move permanently to the small hall. This will free up storage space in the large hall.	
Cleaning items for hirers will now be kept in the cupboard in the front entrance.	<i>All</i>
Kerry briefed the meeting that some regular hirers are still not paying monthly. There are at present £5000 invoices still outstanding. We also have £3050 in deposits, about half future deposits and half unclaimed.	<i>All</i>
<b>Item 10 – Maintenance Report</b>	
The fire proof document cupboard is to be fitted now the fire alarm system is updated	<i>Bev/Bob</i>
Defibrillator battery to be replaced.	<i>Bev/Bob</i>
Car park fenders/bumpers to be fitted when the tarmacking is repaired.	<i>Bev/Bob</i>
The pre-school cupboard is broken.	<i>Bev/Bob</i>
<b>Item 11 – Committee Group Members Updates</b>	
HAGA is flourishing, Andrew commented that the microphones weren’t working.	<i>Bev/Bob</i>
The Art Group asked if the garage could be cleared in time for their weekend exhibition.	<i>Michael/Bev</i>
Angus asked if the hall would like to publish the AGM in the village magazine.	<i>Clive</i>
The F.C. will be putting up signs reminding owners to clear their dogs mess.	<i>Dave</i>
Louise had previously distributed to the group 2 plans to alter the layout of the car park and village shop. This entails the hall losing 3 car park spaces and moving the cycle racks, this would make space so the area between the shop sitting area and the car park could be separated by positioning mobile planters in the space. The committee decided to make a decision next month. All questions/queries to Clive by 20/09 so Louise can get	

answers for next meeting.	
The fund raising committee needs members desperately, 5 years ago there were 12 members, now there are only 2! Fun events such as Xmas Dinner Dance, Xmas Fair and Village day will not happen without more help.	
The Drama Soc will be putting the pantomime “Alladin” on the 8 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> December.	
<b>Item 12 A.O.B.</b>	
The Hughenden Climate Group have agreed to help repair the vegetation at the front of the hall.	
Michael closed the meeting.	

The meeting was adjourned at 22:15 by Michael.

Date of next meeting is 03/10/22, 8.00pm.

Venue; Village Hall

Minutes submitted by: Clive Webb