

Hughenden Valley Village Hall Monthly Meeting Minutes

7/11/22

Opening:

The meeting was held at Hughenden Valley Village Hall and opened at 19:30 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Victoria 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	Steve Smith
Playground	Apologies	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Paul Cooper
Parish Council	Not present		
Football Club	Dave Hilling		
Trustee	Sam Morrison		

Item 1. Chairman's Welcome

Michael welcomed everyone.

Item 2 – Apologies

Lisa Thyer-Jones

Item 3 - Community Shop proposal

Michael introduced his revision to the shop proposal and Bev distributed a plan of the new position and structure of the cycle rack. There was a discussion of the benefits of this proposal verses the shop proposal. The committee agreed that further work was needed. Michael and Bev volunteered to investigate the proposals further. *Michael & Bev*

Item 4 - Record of Minutes from the last Meeting

Louise had sent an e-mail to Michael and Clive raising differences in her interpretation of the items on water meter charging and the Village Day preparations. Michael confirmed he will address those issues during the meeting.

The minutes were then accepted.

Item 5 – Matters Arising from the last Meeting	Action
Clive, Michael, Bev and Bob have met to go through the H&S report done by our advisor. Jobs have been allocated, we will review in two months.	<i>Clive, Bev & Michael</i>
Lisa has met with the HPC with regard to the outstanding playground issues. Discussions are continuing.	<i>Lisa & Michael</i>

More swings have had to be taken out of use due to H&S concerns. The meeting authorised £537 to replace the bucket swings.	<i>Lisa and Bev</i>
Diana and Kerry have completed the inventory of equipment.	<i>Diana & Kerry</i>
The outstanding snags relating to the new lighting have been resolved and a date for installation of replacement external lighting has still to be agreed. Kerry and Bev will produce an “instruction poster” to be placed by the new control panel. <i>Carried Over</i>	<i>Bev and Kerry</i>
The CCTV is still problematic and Bev is investigating a suitable contractor to sort the problems at the previously agreed budget. <i>Carried Over</i>	<i>Bev</i>
Bev has obtained three quotes for the car park resurfacing, all appear to be very expensive. Due to reduced finances the committee decided before authorising this expenditure to investigate the cost of patch repairing the problem areas.	<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. We will need to update our fire alarm routines when the system has been commissioned. – Carried over	<i>Bev, Clive and Kerry.</i>
Car park holes have been repaired, there are still cones around tree routes that need fixing. – <i>Carried over</i>	<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>Carried over</i>	<i>Louise</i>
The information board for the “Conservation Area” is progressing, Michael has met with Steve Pickersgill to discuss design and wording. <i>Carried Over</i>	<i>Michael</i>
Bev obtained a quote for Xmas lights, the committee thought it was very expensive, he will investigate further, committee set limit to £1500. Louise emphasised the short timescale. – <i>Carried Over</i>	<i>Bev</i>
The committee voted that both Shop and HVFC will be charged for their water consumption from 1 st September 2022 i.e. 3 months after the installation of the meters. Roland will calculate and issue the invoices when the next water bill is received.	<i>Roland</i>
The alterations to our T&Cs relating to parking and fireworks have been completed and have been uploaded to hire portal.	<i>Clive and Kerry</i>
A review of our energy usage and potential reductions will be conducted over the coming weeks. – <i>Carried over</i>	<i>Roland, Steve, Bev and Vicky.</i>
The fire proof document cupboard is to be purchased now the fire alarm system is updated – <i>Carried over</i>	<i>Bev/Bob</i>
Item 6 – Chairman’s Report	
Nothing to Report	
Item 7 – Treasurer’s Report	
Roland has compiled the accounts for year ending 30/09/22 ready for the auditor.	<i>Clive</i>
Roland had sent out the charging proposals for next year with the agenda. The committee agreed on the principle of reduced rates for the	<i>Roland, Kerry and Michael</i>

“community, not for profit” groups compared with the commercial groups and asked Roland, Kerry and Michael to increase the income from rent by at least 10% to cover our increased costs.	
October’s monthly accounts will be sent out with the minutes.	
Roland explained he was having cash banking problems.	
Item 8– Secretary’s Report	
Nothing to report	
Item 9 – Booking Secretary’s Report	
Nothing to report	
Item 10 – Maintenance Report	
Committee Room table to be restored	<i>Bev/Bob</i>
Xmas fair banner and Drama group banners to be displayed on front poles.	<i>Bev/Bob</i>
The heating was not coming on in the small hall for the pre school in the morning.	<i>Bev/Diana</i>
Item 11 – Committee Group Members Updates	
Diana asked for the storage of chairs and tables in the small hall to be moved for the pre school to allow access to cupboards.	<i>Bev/Bob</i>
The pre school complained the lights in the small hall were too bright, could a dimmer be fitted?	<i>Bev/Bob</i>
The F.C are holding an Xmas disco on the 26/11, tickets £10.	<i>Dave/All</i>
Angus announced there will be a Remembrance service in Bryants Bottom on Remembrance Sunday	<i>Angus/All</i>
Louise suggested the Committee Room could be used to generate extra income.	<i>Michael/Kerry</i>
Last month Kerry advised the plea for more people to join the fund raising team has not been successful and the Christmas Dance will not be going ahead. The Christmas Craft Fair will definitely proceed as planned on Saturday 26 November 10.00-16.00. Kerry has prepared a final plea for volunteers to help organise Village Day 2023 to be included in the forthcoming issue of Hughenden News and via the various social media platforms. As there seems to be a reluctance within the village to get involved in organising any community events any more. Sam/Michael volunteered to write an article to raise the profile.	<i>Kerry/Victoria</i> <i>Sam/Michael</i>
Paul explained the Art Group had a problem with car parking at their recent exhibition as the F.C. had a full schedule of games and the surgery was being used. Dave volunteered to liaise with Paul to minimise problems.	<i>Paul/Dave</i>

Valley Players - pantomime this year will be “Aladdin” with performance scheduled for 8 th , 9 th and 10 th December. Community Shop – Christmas Carols will take place on Sunday 4 th December 4pm for 4.30pm.	<i>Diana</i>
Item 12 – A.O.B.	
Steve suggested a “Meet the Village Hall” evening with Q&A’s.	<i>All</i>
Kerry to let Angus know availability for fire brigade visit.	<i>Kerry</i>
The Committee approved Michael’s request to move the AGM to the 09/01/ 23 due to prior commitments.	<i>All</i>
Michael closed the meeting.	

The meeting was adjourned at 21:40 by Michael.

Date of next meeting is 05/12/22, 8.00pm.

Venue: Village Hall Committee Room

Minutes submitted by: Clive Webb