

Hughenden Valley Village Hall Monthly Meeting Minutes

04/12/22

Opening:

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

Present:

Position	Name	Position	Name
Chair	Apologies	Trustee/Fundraising	Apologies
Treasurer	Apologies	Maintenance	Not present
Booking Sec	Kerry Franklin	Residents Association	Angus Idle
Secretary	Clive Webb	Village Shop	Apologies
Resident/ Conservation Group	Bev Beveridge	Trustee	Apologies
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Bob Hawkins	Art Group	Paul Cooper
Parish Council	Not present		
Football Club	Apologies		
Trustee	Apologies		

Item 1. Chairman's Welcome

Clive welcomed everyone.

Item 2 – Apologies

Michael Sole, Roland Wales, Dave Hilling, Steve Smith, Louise Jones, Victoria Bellamy, Sam Morrison

Item 3 - Record of Minutes from the last Meeting

Bev raised an issue that in the last months records, in the Previous Minutes section the date the committee voted for the water meter charging should read 1/7 not 1/9, everyone agreed this change, the minutes were then approved.

Item 5 – Matters Arising from the last Meeting	Action
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. – <i>Carried Over</i>	<i>Michael & Bev</i>
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>Carried Over</i>	<i>Clive, Bev, Bob & Michael</i>
Lisa has met with the HPC with regard to the outstanding playground issues. Lisa has two quotes and is awaiting a third. Bob suggested if the HPC do help with the cost, could they pay for the items as we would	<i>Lisa & Michael</i> <i>Lisa/Roland</i>

save VAT. Lisa raised the issue of the hall running a maintenance/replacement fund for the playground, to be discussed next full meeting.	
The Bucket swings that were damaged have been replaced.	
There are a few outstanding snags relating to the new outdoor lighting. Angus complained the lights were too bright in their present alignment/location, Bev to investigate. 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 Bev has sourced 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, Bev explained he would also look for “Green Tarmac” sources <i>Carried Over</i> .	<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. – <i>Carried over</i>	<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/Bob</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>
Unfortunately the installation of the Xmas light did not occur as a suitably priced package could not be sourced. Bev has a couple of meetings early next year to investigate a new system.	<i>Bev/Bob</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 has been purchased Michael/Clive to let Bev/Bob what it needs to contain.	<i>Michael/Clive/Bev & Bob</i>
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. This has been done but we are awaiting a H&S review of the new location.	<i>Bev/Bob/Diana</i>
Item 6 – Chairman’s Report	
Michael submitted his report ahead of the meeting.	
The Hall has made small financial contributions to the HVRA Christmas Bag initiative (£100) and Hughenden Primary School Christmas Raffle (£50)	
Item 7 – Treasurer’s Report	
Roland unfortunately couldn’t make the meeting, Clive will distribute accounts with the minutes.	<i>Clive</i>
Clive to get last years accounts audited.	<i>Clive</i>

Clive had sent out the charging proposals for next year with the agenda. The committee agreed on these and amended the reduced rates for the “local community, not for profit” groups at a discount rate of 20%.	<i>Roland, Kerry and Michael</i>
Item 8– Secretary’s Report	
Nothing to report	
Item 9 – Booking Secretary’s Report	
Nothing to report	
Item 10 – Maintenance Report	
Bev raised the issue of the water meter installation, Clive said he would investigate.	<i>Clive</i>
Committee Room table to be restored – <i>Carried Over</i>	<i>Bev/Bob</i>
There was a fault with the boiler that has been repaired. Bev raised the issue of the boiler getting beyond repairable age.	<i>Bev/Bob</i>
Item 11 – Committee Group Members Updates	
Lisa informed the meeting that 2023 Village Day looks like going ahead. She has recruited a committee and they have held their first meeting. Lisa briefed the committee on her plans.	<i>Lisa</i>
Valley Players - pantomime this year will be “Aladdin” with performance scheduled for 8 th , 9 th and 10 th December.	<i>All</i>
Kerry explained the Xmas fair had been very successful, everyone congratulated the fund raisers for a very enjoyable event.	<i>Kerry/Diana/Victoria</i>
Bev thanked the village hall for agreeing to the mechanical cut and bailing for the bank maintenance team as the bad weather has caused several delays.	
Community Shop – Christmas Carols will take place on Sunday 4 th December 4pm for 4.30pm.	<i>Diana</i>
Item 12 – A.O.B.	
Angus enquired about the results of the “invertebrate survey, Michael will report back.	<i>Michael</i>

The meeting was adjourned at 21:10 by Clive.
Date of next meeting is the AGM, 09/01/23, 7:30pm.
Venue: Small Village Hall
Minutes submitted by: Clive Webb