

Hughenden Valley Village Hall Monthly Meeting Minutes

06/02/23

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	Not present
Conservation Group	Bev Beveridge	Trustee	Not present
Playground	Not present	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Paul Cooper
Parish Council	Not present	Parish Council	Not present
Football Club	Not present	Trustee	Sam Morrison

Item 1. Chairman's Welcome

Michael welcomed everyone to the meeting and thanked all those who also attended the AGM held Monday 9th January 2023.

Item 2 – Apologies

Clive Webb, Victoria Bellamy, Lisa Thyer-Jones, Dave Hilling

Item 3 – Record of minutes from the last meeting

It was agreed the minutes were a true record of the meeting and were proposed by Bev and seconded by Diana.

Item 4 – Matters arising from the last Meeting

Michael & Clive

As there are an increasing number of items being recorded as “*Carried Over*” it was agreed that Michael and Clive would undertake a separate review and clear any items that are deemed unnecessary.

Item 5 – Election of Officers

All 4 Officers advised they were willing to stand again for 2023 and there were no other nominations received. The committee unanimously voted to reappoint the 4 Officers i.e.

Chairman – Michael Sole Secretary – Clive Webb

Bookings – Kerry Franklin Treasurer – Roland Wales

Michael announced he did not intend to continue with the Chairman role after 2023 and the committee should use this year to seek a replacement.

All

Item 6 – Trustees Selection

All 4 existing Trustees advised they were willing to continue for 2023 and

<p>as there were no other nominations received, the following individuals were confirmed as Trustees: Victoria Bellamy, Diana Gibbons, Sam Morrison, Steve Smith.</p> <p>Item 7 - Constitution Update There were no issues to discuss.</p>	
<p>Item 8 – Chairman’s Report Michael provided an update on a number of topics he had been involved in over the past few weeks.</p> <ul style="list-style-type: none"> • A grant application was submitted to the North West Chilterns Community Board (NWCCB) for funding towards the cost of the car park resurfacing. Further applications will be submitted to other philanthropic bodies. In the meantime, Bev will arrange for temporary repairs to the most damaged areas of the car park. • A letter had been received from Buckinghamshire Council requesting the use of the hall for local elections scheduled on 4th May 2023. • A thank you letter had been received from Friends of Hughenden Primary School for our donation to their Christmas Raffle. • The final surplus from the Christmas Craft & Gift Fair was £904.78. The committee congratulated Kerry, Diana and Victoria for organising the event. • Michael confirmed Village Day would be held on Saturday 15th July 2023 and would be a collaboration between the village hall, represented by Lisa, and HVRA. • Following Buckinghamshire Council’s remedial work on the damaged grass verges outside the surgery including the installation of wooden posts and concrete bollards to prevent parking, Michael asked all to monitor and advise any hall parking issues due to use by non-hall users. 	<p><i>Michael</i></p> <p><i>Bev</i></p> <p><i>Kerry</i></p> <p><i>All</i></p>
<p>Item 9 – Secretary’s Report In Clive’s absence, Michael advised Clive was working on an Equality and Diversity policy for the hall and exploring the feasibility of obtaining a brown tourist sign directing visitors to the village hall.</p>	
<p>Item 10 – Treasurer’s Report Roland circulated the financial summary for January and pointed out that a surplus was recorded for the month although there was still one large invoice (£2k) due to be paid imminently. No issues were raised. Roland advised that invoices had been sent to HVFC and the community shop for their water consumption.</p>	
<p>Item 11 – Booking Secretary’s Report Kerry reported bookings were very busy with 15 party and 120 regular hirers in January. A new hirer, Creation Station (art group for mothers and toddlers) was due to start shortly. The annual Village Hall Week had been marked with posters and bunting plus daily facebook postings. The party hirer on 22 January was penalised for leaving the hall in a poor state. They also set off fireworks despite agreeing to our T&C’s. Michael requested Kerry and Roland investigate how hirers could pay with credit/debit cards via the on-line booking system. It was agreed that cash payments would be phased out as soon as practical.</p>	<p><i>Kerry & Roland</i></p>

<p>Item 12 – User Group Updates</p> <p>Conservation Group – Bev provided an update of his groups activities on the bank and the plans to fell 2 large conifers and undertake maintenance on the overgrown oak tree.</p> <p>Valley Players – Diana reminded all of the forthcoming productions.</p> <p>Hughenden Art Group – Paul advised he had recently taken on the group’s treasurer responsibility.</p>	
<p>Item 13 – Any Other Business</p> <p>Sam had suggested the installation of EV chargers be considered in the car park project. Michael confirmed he had included this in the grant applications.</p> <p>Lisa was still in dialogue with HPC relating to them contributing towards new playground equipment.</p> <p>Angus commented on the excessive brightness of the new external lighting and Bev agreed to adjust the beam angle to resolve the issue.</p> <p>Bev outlined the 3rd stage of the previously agreed tree maintenance plan and requested committee approval to proceed at a cost of £2,700. The committee approved the expenditure.</p> <p>Bev proposed a change to the heating timings from automatic to manual control by hirers as considerable energy and money were wasted when the hall was not in use. Bev was asked to determine and advise the time it would take to heat the hall to 19°C from manual start.</p> <p>Following the recent annual service, Bev was obtaining a quotation for replacing the boiler as it will soon become uneconomical to repair.</p> <p>Michael outlined the email exchanges with the community shop and was liaising with Louise on her Community Shop Coronation Event planned for Saturday 6th May.</p>	<p><i>Bev</i></p> <p><i>Bev</i></p> <p><i>Bev</i></p> <p><i>Michael & Louise</i></p>
<p>Michael closed the meeting at 21:36</p>	

Date of next meeting is 06/03/23 at 20:00
 Venue: Village Hall Committee Room
 Minutes submitted by: Michael Sole