

## Hughenden Valley Village Hall Monthly Meeting Minutes

03/04/23

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

### Item 1. Chairman's Welcome

Michael welcomed everyone to the meeting.

### Item 2 – Apologies

Apologies were received from Kerry Franklin, Lisa Thyer-Jones, Dave Hilling, Sam Morrison, Steve Smith & Victoria Bellamy.

### 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 Angus and seconded by Paul.

### Item 4 – Matters arising from the last Meeting

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. These are listed below:

We are due another H&S audit which will be carried out shortly.

Bev is moving the CCTV to the cupboards in the committee room, budget already agreed.

Bev and Andrew taken on installation of noticeboard for wildlife area.

Two silver birches have been planted to replace damaged trees from last year.

The Conservation Group are looking into taking down the fir tree damaged in last years storm, no action will be taken without consulting the committee.

Xmas lights still being investigated.

The shop had made a proposal for planters and cycle racks. Michael and Bev still looking at alternative solutions, nothing will be decided without

*Michael & Clive*

*All  
Bev/Bob*

*Bev and Andrew*

*Conservation Group*

*Bev  
Michael/Bev*

consulting committee. Louise pointed out one of the main reasons for the proposal was safety, Michael stated in his and the H&S expert's opinion there was not an issue. Bev/Bob to restore table top in Committee Room.	
Temporary repairs for car park have not been completed due to poor weather, to be completed this month. <i>Carried Over</i>	<i>Bev and Bob</i>
Local Elections will not be held in the large hall on the 4 <sup>th</sup> May	<i>Kerry</i>
Clive has written the Equality and Diversity policy it is now with Michael for review before putting before the committee. <i>Carried Over</i>	<i>Michael</i>
Online payments were progressing, Hallmaster have now changed their requirements. <i>Carried Over</i>	<i>Kerry &amp; Roland</i>
Playground equipment - Lisa has worked very hard on this and has submitted three quotes to the parish council for discussion, they have since asked for some more information will be discussed at their April meeting.	<i>Lisa</i>
Tree maintenance fee was agreed at the previous meeting, this has now been arranged for the 10 <sup>th</sup> and 11 <sup>th</sup> of April, there will be areas of the car park/footpaths unavailable for use, depending on the Tree Companies safety requirements.	<i>Bev</i>
The heating trial with users operating the system manually was ongoing, The committee has had feedback from several hall users that the system seems to be working well, the hall only takes 20 mins to heat up.	<i>Bev</i>
The Residents Association has declined the Hall's suggestion to list "preferred" parking locations outside the hall's grounds for use when the car park becomes full.	<i>All</i>
There was over £3000 at the moment in outstanding invoices. Kerry is chasing. <i>Carried Over</i>	<i>Roland &amp; Kerry</i>
Louise had a quote from Grundon to supply an extra bin which was £20.21. Michael and Bev to measure up the existing site and propose what can be done. <i>Carried Over</i> Bev volunteered to investigate cardboard recycling.	<i>Michael &amp; Bev</i>
Last month Kerry raised the issue that one of the parties at the village hall had a lot of complaints and the police had attended. The whole committee was shocked to hear of the events of that night and were asked to consider what could be done to prevent this in the future. Thoughts included, only allowing local bookings, employing security companies, more use of CCTV, increasing deposits and forfeits, raising age limit of hirers and hiring the halls individually to stop groups thinking they had hired the whole site. The committee was going to discuss these issues this month but due to Kerry's apologies could everyone please message her with their ideas and she will report back next meeting.	<i>All/Kerry</i>
The shop's water bills have been sorted.	
<b>Item 5 – Chairman's Report</b>  3 grant applications for contributions towards car park resurfacing costs ongoing.	<i>Michael</i>

Michael is awaiting the H&S review of the shop's proposal to site two gazebos for the summer before agreeing.	<i>All</i>
Michael briefed the meeting on some scam e-mails he has received.	<i>All</i>
There have been comments from neighbours on the maintenance of the Oak Tree on the council footpath, Michael to investigate.	<i>Michael</i>
The Hall now has a separate bank account for village day use. There was a discussion on the best way to serve drinks at the bar, Diana pointed out there were still hundreds of plastic reusable glasses in the front loft space that could be used.	<i>Lisa/All</i>
<b>Item 6 – Treasurer's Report</b> Updated Income and Expenditure report to be sent out with minutes, as month end timings were too tight.	<i>Roland</i>
The issue of Gas and Electricity charges was raised as being very low, Bev volunteered to carry out a meter reading check before next month.	<i>Bev &amp; Roland</i>
Roland explained now that our deposit account had started paying interest he would try to minimise the amount in the current account depending on notice period requirements.	<i>Roland</i>
<b>Item 7– Secretary's Report</b> Clive briefed the committee on the idea of installing a new "brown tourist sign" opposite the entrance to the village hall. On investigation the Village Hall" does not meet the council's requirements for a "brown sign". However in certain circumstances applications that are not eligible for a "brown tourist sign" may be eligible for a "private" highway sign. The council's policy now though is that there is a presumption against providing permanent signs on the public highway for Village Halls unless there are "extraordinary circumstances".	<i>Clive</i>
The committee has received an application to join the Trustees of the charity from Graeme Card. The committee decided to accept his application and invite him to the next meeting.	<i>Clive</i>
<b>Item 8 – Booking Secretary's Report</b> None received.	
<b>Item 9 – Maintenance Report</b> Valley Players requested that the garage could be cleared out.	<i>Bob</i>
<b>Item 12 – Committee Group Members Updates</b> Bev thanked the Pre-School for information about a cheaper "janitorial supplier"	
Louise informed the meeting that a delay had occurred in the shop reviewing the proposed lease but it is now in the hands of another solicitor.	<i>Louise</i>
The Art Group are happy with the heating arrangements.	
<b>Item 13 – Any Other Business</b> Angus raised the issue of the Japanese Knotweed we had several years ago. The Conservation Group will survey the area this month and report back.	<i>Conservation Group</i>

Michael closed the meeting at 21:32, next months meeting delayed due to bank holidays.
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<i>All</i>
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Date of next meeting is 15/05/23 at 20:00

Venue: Village Hall Committee Room

Minutes submitted by: Clive Webb