

Hughenden Valley Village Hall Monthly Meeting Minutes

03/07/23

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	Kerry Franklin	Residents Association	Angus Idle
Secretary	Clive Webb	Village Shop	Louise Jones
Conservation Group	Apologies	Trustee	Apologies
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Apologies
Parish Council	Not present	Trustee	Apologies
Football Club	Apologies	Trustee	Peter Gieler

Item 1. Chairman's Welcome

Michael welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from Victoria Bellamy, Bev Beveridge, Paul Cooper, Steve Smith, Sam Morrison, Graeme Card and Dave Hilling.

Item 3 – Record of minutes from the last meeting

It was agreed the minutes were a true record of the meeting.

<p>Item 4 – Matters arising from the last Meeting</p> <p>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. The power points have been installed. <i>Carried Over</i></p> <p>Bev and Andrew taken on installation of noticeboard for wildlife area. The “Conservation Area” notice board is progressing, Peter recalled that there is an outstanding grant of £1000 at the P.C. that had been agreed <i>Carried Over</i></p> <p>The shop had made a proposal for planters and cycle racks. Bev has found a rack for 8 cycles to be fitted against the kitchen wall, nothing will be decided without consulting committee. <i>Carried Over</i></p>	<p><i>Michael & Clive Bev/Bob</i></p> <p><i>Bev/Andrew</i></p> <p><i>Michael/Bev</i></p>
<p>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. They are looking to tidy up this area by laying a new hedge. <i>Carried Over.</i></p>	<p><i>Bev/Conservation Group</i></p>
<p>There have been comments from neighbours on the maintenance of the Oak Tree on the council footpath, Michael has ascertained it is the</p>	<p><i>Michael</i></p>

council's responsibility and they are progressing with surveys which will ultimately result in some pruning.	
Bev has obtained a quote for new xmas lights (long drop icicles) which will be on the village hall, £2400 + £500 installation, the committee agreed to the price in principle. Bev and Michael to finalise.	<i>Bev & Michael</i>
There was over £3000 at the moment in outstanding invoices. Kerry and Roland have investigated and the main problem seems to be the users use of Hallmaster and cancelling bookings. Kerry and Roland will e-mail a letter to users on the appropriate procedure and report back next meeting on progress. <i>Carried Over</i>	<i>Roland/Kerry/Graeme</i>
Playground equipment - Lisa has worked very hard on this and has submitted our preferred quote to the parish council for compensation, hopefully it will be discussed at their next meeting.	<i>Lisa</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. Bev volunteered to investigate cardboard recycling. <i>Carried Over</i>	<i>Louise, Michael and Bev</i>
Last month Michael received an approach from the RA about the hall purchasing an overhead projector for use in the hall. On investigation he had found the cost would be approximately £11500. Last month there was no enthusiasm for spending over £11K on something that may be used 2 or 3 times each year. However, he had explained he is exploring the opportunity to acquire one from a local organisation that may well have a surplus/redundant projector, this had fallen through so this proposal is dropped at the moment.	<i>All</i>
The trustee minutes from May are included with these minutes.	<i>Clive</i>
Water rebate received.	<i>Roland</i>
The risk assessment of the shop's proposal to site two gazebos for the summer has been completed, there is just the method statement outstanding. The meeting agreed to delegate the final agreement and decision to Michael to speed up the process. <i>Carried Over</i>	<i>Louise & Michael</i>
Last month Angus raised the issue of the Japanese Knotweed we had several years ago. The Conservation Group have surveyed the area and there is still some present. Bev has approached another company (as our previous one has ceased trading) to carry out its destruction. <i>Carried Over</i>	<i>Bev /Conservation Group</i>
Item 5 – Chairman's Report	
Michael thanked the conservation group for organising the tour around the grounds last month and explained there will be another one for the Resident's Association.	<i>Conservation Group</i>
3 grant applications for contributions towards car park resurfacing costs ongoing. One grant from NW Chiltern Community Board has been agreed for £7000.	<i>Michael</i>
Item 6 – Treasurer's Report	
Roland distributed this month Income and Expenditure report. We have received the water rebate which will be transferred from Maintenance to water.	<i>Roland</i>

The Summer Fete financial details are shown on the back of the summary.	
Item 7– Secretary’s Report	
The audited accounts from 2022 have been received back, Clive to submit Charity Commission Annual Return	<i>Clive</i>
The Trustees have asked Clive to look at increasing the Trustees Liability Insurance.	<i>Clive</i>
Item 8 – Booking Secretary’s Report	
Nothing to report	<i>Michael/Bev</i>
Item 9 – Maintenance Report	
There is a leak around the water meter.	<i>Bev</i>
Item 12 – Committee Group Members Updates	
Diana asked if there was room for the Drama group to store staging in the garage.	<i>Bev and Bob</i>
Dave had sent out a note thanking the village hall for their facilities for the very successful AGM and fun day the football club had held.	
Dave in the note forwarded a request from a member of the F.C. to site a bench on the field in remembrance of a former coach who has sadly died. Unfortunately, the committee declined the request as the feeling was there was enough benches and not enough safe space.	
The F.C. are carrying out pitch maintenance towards the end of August.	
Item 13 – Any Other Business	
Lisa questioned the provision of extra bins for village day, the committee agreed to a skip being ordered.	<i>Lisa</i>
Lisa confirmed Tom Morgan had agreed to supervise the electrics at village day.	<i>Lisa</i>
Lisa requested any help to marshal the village day.	<i>All</i>
Al Bowyer was holding a charity race night at PR Golf Club.	<i>All</i>
Angus thanked the village hall on behalf of the Wycombe Wildlife Group who held a meeting on the 19 th May at the village hall.	
Michael closed the meeting at 20:57, there is no meeting next month.	<i>All</i>

Date of next meeting is 04/09/23 at 20:00
Venue: Village Hall Committee Room
Minutes submitted by: Clive Webb