

Hughenden Valley Village Hall Monthly Meeting Minutes

04/09/23

Opening:

The meeting was held at Hughenden Valley Village Hall and opened at 20:01 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	Bev Beveridge	Trustee	Apologies
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Paul Cooper
Parish Council	Not present	Trustee	Apologies
Football Club	Apologies	Trustee	Apologies

Item 1. Chairman's Welcome

Michael welcomed everyone to the meeting.

Item 2 – Apologies

Apologies were received from Victoria Bellamy, Peter Gieler, 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. <i>Carried Over</i></p> <p>Bev has moved the CCTV to the cupboards in the committee room. Bev and Andrew have taken on installation of noticeboard for wildlife area. Bev updated the group on their progress. <i>Carried Over</i></p> <p>The shop had made a proposal for planters and cycle racks. Bev is designing a saddle hook rack 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, the council have scheduled the pruning to take place in the autumn. <i>Carried Over</i></p>	<p><i>Michael</i></p>
<p>Bev has obtained a quote for new xmas lights (long drop icicles) which will be on the village hall, £2400 + £500 installation, the committee</p>	<p><i>Bev & Michael</i></p>

agreed to the price and asked Bev to arrange installation by the end of November.	
Playground equipment - Lisa has agreed with the parish council for the piece of multi gym play equipment to be replaced at the end of October, at no cost to the hall. Lisa is awaiting a quote for the swings and slide.	<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. <i>Carried Over</i>	<i>Louise, Michael and Bev</i>
The audited accounts from 2022 have been received back, Clive has submitted them to the Charity Commission Annual Return.	
The Trustees have raised their Trustees Liability Insurance to £1 million.	
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) and is awaiting their quote. <i>Carried Over</i>	<i>Bev /Conservation Group</i>
There is a leak around the water meter. Bev is contacting Affinity in order to progress.	<i>Bev and Bob</i>
Last month Diana asked if there was room for the Drama group to store staging in the garage, the committee agreed.	<i>Diana</i>
The F.C. had anticipated carrying out pitch maintenance towards the end of August, however it was subsequently decided not to proceed.	
Item 5 – Chairman's Report	
Michael briefed the committee on situation with Roland, the committee sent their best wishes.	
Michael thanked the conservation group for organising the two tours around the grounds.	
Cadent have given the hall £100 for using the car park during the gas repairs on Coombe Lane.	
Michael has obtained 3 grants for contributions towards car park resurfacing costs as follows:- NW Chiltern Community Board has been agreed for £7028, Hughenden Parish Council £9600 and Bernard Sunley Foundation £5000. Louise queried the colour of the tarmac being installed, Michael informed the meeting that traditional "black" surface would be laid and suggested the Community Shop review once completed. Discussions are taking place with preferred suppliers ref final spec and timings.	<i>Michael</i>
Item 6 – Treasurer's Report	
Roland had distributed this months Income and Expenditure report with the Agenda.	

As the end of the Financial Year is fast arriving all the outstanding village day financials need to be closed off.	<i>Lisa</i>
Item 7– Secretary’s Report	
Nothing to report	
Item 8 – Booking Secretary’s Report	
Kerry will produce a marketing banner to promote the hall for use in Jan and Feb.	<i>Kerry</i>
Kerry asked for a simpler password for the router in the hall. Clive and Bev volunteered to carry this out. The Art group need to be informed of the new password when it is changed.	<i>Clive and Bev.</i>
Kerry needs new front door key fobs. Bev has some and will get them programmed.	<i>Bev</i>
The Drama group have asked Kerry for a annual slot for a Spring production. The committee agreed it was to late to organise for 2024 but it can be scheduled from 2025 onwards.	<i>Kerry and Drama Gp.</i>
Kerry asked Bev to measure the hall’s internal height.	<i>Bev and Bob</i>
Item 9 – Maintenance Report	
Bev pointed out there was a leak in the “grey water” outflow from the back of the shop and highlighted the H&S implications. The committee asked Louise to urgently get it repaired and whilst it is being done to stop using the bathroom in the shop and use the toilets in the hall entrance.	<i>Louise</i>
Kerry asked the committee to clean the “plate-warming cupboard” in the kitchen. Bev volunteered to get all the kitchen equipment professionally cleaned.	<i>Bev</i>
Item 12 – Committee Group Members Updates	
Louise explained the Community Shop needed some more volunteers, mainly afternoons.	<i>All</i>
The Art Group are having their annual exhibition October 13 th , 14 th and 15 th .	<i>All</i>
Item 13 – Any Other Business	
The Xmas Craft & Gift Fair will be 25 th Nov, Kerry has already commenced booking stalls.	<i>All</i>
Village Fete next year will be 29/06/24	<i>All</i>
The annual Panto will be 8th, 9th and 10 th December.	<i>All</i>
Michael asked Kerry to redirect e-mails from “info@hughendenvillagehall to the Secretary.	<i>Kerry</i>
Michael closed the meeting at 21:15.	

Date of next meeting is 02/10/23 at 20:00

Venue: Village Hall Committee Room

Minutes submitted by: Clive Webb