

Hughenden Valley Village Hall Monthly Meeting Minutes

02/10/23

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	Apologies	Maintenance	Not present
Booking Sec	Kerry Franklin	Residents Association	Angus Idle
Secretary	Clive Webb	Village Shop	Apologies
Conservation Group	Bev Beveridge	Trustee	Graeme Card
Playground	Lisa Thyer-Jones	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Paul Cooper
Parish Council	Not present	Trustee	Sam Morrison
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, Roland Wales, Peter Gieler, Steve Smith, Louise Jones, 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 We are due another H&S audit which will be carried out 1st or 9th November <i>Carried Over</i> Bev and Andrew have taken on installation of noticeboard for wildlife area. Bev updated the group on their progress. <i>Carried Over</i> 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</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. <i>Carried Over</i>	
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>Carried Over</i>	<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 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) they have carried out a survey and we are 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 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>Carried Over</i>	<i>Clive & Bev</i>
Michael listed the groups asking to place their banners on the front of the hall, the F.C. have theirs up at present, The pre-school can use it until the hall's Xmas Craft Fair. Bev volunteered to liaise with each group.	<i>Bev/Diana/Michael/Kerry</i>
Kerry needs more Key Fobs – <i>Carried Over</i>	<i>Bev</i>
The oven and kitchen clean is scheduled for 05/10.	<i>All</i>
The FC have confirmed no training or matches will take place on the day of the Xmas Craft Fair.	<i>Dave H/All</i>
Last month 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. The repairs have now been completed to the satisfaction of all.	
Michael had asked Kerry to redirect e-mails from "info@hughendenvillagehall" to the Secretary. <i>Carried over</i>	<i>Kerry</i>
Item 5 – Chairman's Report	
Michael asked for a TPO to be placed on the Oak on the footpath by the hall. Bev volunteered	<i>Bev</i>
Michael has received a complaint about a party and the amount of noise generated earlier last month. The meeting discussed the problem.	<i>All</i>
HVVH is now in a "Whatsapp" group with other local halls.	
Michael would like minutes from the monthly meeting to be sent to the parish council.	<i>Clive</i>
Michael communicated the situation and problems at the Parish Council.	

Item 6 – Treasurer’s Report	
Clive will distribute this months Income and Expenditure report with the minutes	<i>Clive</i>
The final VD finance situation was a surplus of £1200, mainly due to the very successful Barn Dance. The meeting agreed to use this for next years event. Michael will write to the committee members thanking them for their help.	<i>Michael/ All/ Lisa</i>
Item 7– Secretary’s Report	
The Trustees have only had one meeting so far this month, they agreed to hold one on the 17/10.	<i>Trustees</i>
The shop have asked for the lease discussion to start again. We have contacted our solicitors and begun the discussion. Clive raised the issue of costs. The meeting felt it was reasonable for the hall to pay these but asked would it be possible for the hall to recuperate its costs if the shop could not agree a lease. Clive to investigate.	<i>Clive</i>
Item 8 – Booking Secretary’s Report	
Nothing to report	
Item 9 – Maintenance Report	
The Instant Hot Water taps in both halls have broken. The committee agreed a budget of £750 for Bev/Bob to fix	<i>Bev/Bob</i>
Main ladies toilet door is sticking.	<i>Bev/ Bob</i>
Clock needs a battery	<i>Bev/ Bob</i>
Table Trolley floor needs fixing.	<i>Bev/ Bob</i>
Item 12 – Committee Group Members Updates	
The conservation group are awaiting their hay cut.	<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. Kerry asked for volunteers on the day, Sam and Bev said they would help.	<i>All</i>
Xmas Carol Singing 03/12 at village shop.	<i>All</i>
Village Day next year will be 29/06/24	<i>All</i>
The annual Panto will be 8 th , 9 th and 10 th December.	<i>All</i>
A question was raised on the new fire alarm, Bev communicated to all that on hearing the alarm the building should be evacuated and the fire service called, under no account should the alarm be turned off by anyone other than the fire brigade.	<i>Kerry/All</i>
Michael informed the committee that Roland would now be maximizing the interest received by keeping the amount in the current account to a minimum.	<i>Roland</i>
Michael closed the meeting at 21:21	

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

Venue: Village Hall Committee Room

Minutes submitted by: Clive Webb