

## Hughenden Valley Village Hall Monthly Meeting Minutes

06/11/23

### 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	Bev Beveridge	Trustee	Graeme Card
Playground	Apologies	Trustee/Valley Players	Diana Gibbons
HAGA	Andrew Flint	Art Group	Apologies
Parish Council	Not present	Trustee	Sam Morrison
Football Club	Dave Hilling	Trustee	Peter Gieler

### Item 1. Chairman's Welcome

Michael welcomed everyone to the meeting.

### Item 2 – Apologies

Apologies were received from Victoria Bellamy, Lisa Thyer-Jones, Paul Cooper and Steve Smith.

### Item 3 – Record of minutes from the last meeting

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

<p><b>Item 4 – Matters arising from the last Meeting</b>                      The H&amp;S audit will be carried out 21/11/23. <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, the unit will not be fitted until after the car park surfacing completed, nothing will be decided without consulting committee. <i>Carried Over</i></p>	<p><i>Michael &amp; Clive Bev/Andrew</i></p> <p><i>Michael/Bev</i></p>
<p>The Committee agreed for the Conservation Group to take down the fir tree damaged in last years storm, Cost £960 including grinding out roots. 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 agreed to the price, these should be installed next week. <i>Carried Over</i></p>	<p><i>Bev &amp; Michael</i></p>

Playground equipment – The Committee thanked the Parish Council as they have installed the multi gym play equipment, at no cost to the hall. Lisa is has obtained a quote a quote for the swings and slide. The committee decided to fund raise part of the cost. Bev volunteered to leaflet drop the village asking for contributions. Michael, Peter and Graeme volunteered to apply for grants. <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 and the method statement of the shop’s proposal to site two gazebos over the outside table and chairs has been agreed. Michael explained the Gazebos footprint would be adjusted to fit the village shop area, the material and fitting of the Gazebos will be able to withstand extreme weather, there will be no permanent lighting, the gazebos do not require planning permission due to their size and there will be no side panels. <i>Carried Over</i>	<i>Louise &amp; Michael</i>
Bev has the quote through for the removal of the Japanese Knotweed, he will forward it to Michael. The committee agreed the cost. <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>Carried Over</i>	<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 &amp; Bev</i>
The banner outside the hall is being changed as agreed last meeting.	<i>Bev/Diana/Michael/Kerry</i>
Kerry has enough Key Fobs.	<i>Bev</i>
The oven and kitchen clean has been completed.	<i>All</i>
Michael had asked Kerry to redirect e-mails from “info@hughendenvillagehall” to the Secretary. <i>Carried over</i>	<i>Kerry</i>
Michael asked for a TPO to be placed on the Oak on the footpath by the hall. Bev volunteered	<i>Bev</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 has investigated but the shop declined. The Trustees will discuss on Friday.	<i>All</i>
The Trustees had a meeting on the 17/10 and will hold another on the 10/11, the minutes will then be published.	
The Instant Hot Water taps in both halls have broken. The committee agreed a budget of £500 for a replacement to be ordered. <i>Carried Over</i>	
<b>Item 5 – Chairman’s Report</b>	
Kerry and Diana have organised the Xmas Craft Fair for the 25/11, they have 32 stall holders. Michael and Sam volunteered to help with the parking. Bev and Diana offered to help get the Xmas Trees down and set them up. Volunteers are required to set up the chairs and tables after the HAGA meeting on the Friday.	

Michael communicated the ongoing situation and problems at the Parish Council and asked the committee to help publicise the Councillor vacancies.	<i>All</i>
<b>Item 6 – Treasurer’s Report</b>	
This months Income and Expenditure report was sent with the Agenda, we unusually had £1200 creditors at end of September, mainly due to late water charges.	<i>Roland</i>
After a presentation from Roland the committee decided to maintain Hall hire fees/charges at their current level in January.	<i>Kerry/All</i>
<b>Item 7– Secretary’s Report</b>	
Clive announced sadly that due to personal reason he would not be standing for election at the next AGM.	<i>All</i>
<b>Item 8 – Booking Secretary’s Report</b>	
Art exhibition went well.	
Kerry thanked Bob Cook for all his help with regard to maintenance.	
The flower arranging group is folding as there are no more volunteers.	
The Pre School will now operate in the small hall all week.	
The cleaner has resigned, Michael and Bev are aware.	
<b>Item 9 – Maintenance Report</b>	
None reported	
<b>Item 12 – Committee Group Members Updates</b>	
The Football Club will be 50yrs old next year, Dave is looking for ideas to celebrate this milestone.	<i>All</i>
Dave has scheduled his Football Club Fun day for 22/06/24.	
The FC have confirmed no training or matches will take place on the day of the Xmas Craft Fair.	<i>All</i>
Dave announced he is stepping down as the Chairman of the FC at the end of the season.	
Panto tickets went on sale this week.	<i>All</i>
Conservation Group still awaiting hay cut due to mechanical breakdown.	
<b>Item 13 – Any Other Business</b>	
The Xmas Craft & Gift Fair will be 25 <sup>th</sup> Nov.	<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 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> December this year.	<i>All</i>
The Thursday Art group have not been clearing and tidying the hall.	<i>Kerry</i>
Michael closed the meeting at 21:30	

Date of next meeting is the AGM 04/12/23 at 19:30.

Venue: Small Village Hall

Minutes submitted by: Clive Webb