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| A logo for a village hall  Description automatically generated  Committee Meeting Minutes  10th October 2024 | |  |  |  | | --- | --- | --- | | **Member** | **Position** | **Inits** | | Peter Gieler | Acting Chair / Trustee | PG | | Jasper McGuire | Acting Secretary | JM | | Roland Wales | Treasurer | RW | | Angus Idle | Residents Association | AI | | Andrew Flint | HAGA | AF | | Bev Beveridge | Climate Group | BB | | Bob Cook | Grounds | BC | | David Hilling | Resident | DH | | Diana Gibbons | Valley Players / Trustee | DG | | Graeme Card | Trustee | GC | | Graham Hall | Football Club | GH | | Louise Jones | Shop Rep | LJ | | Lisa Thyer-Jones | Resident / Play Park | LTJ | | Natalie Wilson-Jones | Booking Secretary | NWJ | | Paul Cooper | Art Group | PC | | Richard Adams | Resident / Tech | RA | | Sam Morris | Trustee | SM | | Steve Smith | Trustee | SS | |

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| **Item** | **Minutes** |
| Welcome | * Meeting opened at 8:05 by BB * Lisa has given notice that she will resign on the end of the year |
| Apologies | * Natalie Wilson-Jones, Graeme Card, David Hilling, Lisa TJ, Richard Adams, Peter Gieler, Steve Smith |
| Playground | * Basket swing seat will be changed by Proludic and a date will be given by LTJ * Rotary club do want to give us up to £2000, they want to see proof of cost * LTJ will ask for a new invoice as no one seems to have one, and BB also to follow up on the invoice |
| Car Park | * All is good – still keeping large vehicles out. Certain large vehicles allowed, e.g. for the bins * No follow up required, will be removed from the agenda next time |
| Health & Safety | * No further update required for H&S from the officer (Pat) * Up to The Committee to follow up on this and action outstanding points |
| Village Hall Christmas bazar | * People coming in from the shop asking if it is going on – rumour it’s not happening * Normally last Saturday of November * DG asked for help from Kerry but has not received anything yet – needs following up * Need to run with it to get the next stop – DG, speak to Kerry and Natalie |
| Christmas Tree | * Tree is confirmed as the tree right next to the gate, but LJ has concerns over the placement for placement for the school/choir * Bev has been in touch with decorations man – the intention is to use the lights for the hall on the tree as it is such a big tree. * “Christmas lights” would normally be the first Sunday in December (1st) if it doesn’t clash with the Bazaar, otherwise it will be the 8th. * LJ contacted the school about if they are going to be joining – not heard back from them yet. |
| AGM Date | * Committee agreed that Jan is a good date – 6th January – JM to follow up with Natalie |
| Japanese Knotweed | * An invoice as a part of a rolling cost agreement was agreed a few years ago has been received for £1,701.36, which is over the £500 limit - It is a required cost, previously agreed prior to 2024. * PG in email: “I recall discussions took place last year when Michael was still in charge. Needs to go on October Agenda to approve payment. I have asked that this is not signed off until Committee approves.” * BB is being chased by debt collectors on this – unavoidable delayed due to Bev’s ongoing email issues * Committee approved as a matter of urgency – GH Proposed, PC Seconded. |
| Drama Group lights | * Olly Turner looked at them and said he can do the job (BC) * Awaiting estimate – and if **?Andrew Bitman?** is happy with the amount then it will get done * Ideal to get done before Christmas drama * Invoice should go directly to the drama group, not via the village hall |
| Chairman’s / Trustees’ Report | * No trustees meeting yet |
| Secretary’s Report | * Contact has been made with the Princes Risborough Rotary club who want to donate towards the playground, they would like to see evidence of the amount paid. However, the location of the invoice is being chased – this does not appear yet to have been paid. * The WhatsApp group has been set up with everyone who has access to WhatApp. It has already had positive outcomes where members where supported and resolutions were found quickly. |
| Treasurer’s Report | * See attached report and Income & Expenditure summary |
| Booking Secretary’s Report | * It’s been a steady month again with parties on every weekend throughout the month. Now the term has started again bookings are back in the week so that’s good. I’m starting to remind the regular hirers to get all their bookings in for next year. * I think the WhatsApp group has been really helpful to get a resolution to some issues which I’ve experienced this month. * I’m in the process of creating a welcome booklet for the hall which will have all the relevant information in for adhoc hirers. I’m hoping this makes things clearer for them but we will see. |
| Grounds Report | * No update from Bob aside from his other items raised in these minutes * HVFC are hopefully fishing off the ground work on the front and back pitches now the ground is soft (verti drain spiking treatment) everything else is complete.   Surgery will not let the FC use their car park as an overflow   * Surrounding roads are used from about 9 to 10:30 * Not sure what else we can do to reduce the congestion; we do ask the attending parties to help with it - DH to share the schedule of events with the committee |
| Grass cutting | * Received an invoice for £840 from Chilworth Estate Services for cutting the grass on the bank * We couldn’t get the man we had last year, so a lot of investigation to find someone available occurred * The quote was thought to be the same as last year, but it didn’t include VAT, which has been added * DH will ask his contact if he has the required equipment and for a quote for next year (requires a drum mower hay cutter). Worth the ask, and if not he may know someone. * Approval of the invoice: DG Proposed, PC seconded |
| Waste Service Provider | * We’ve had issues with Grundon, e.g. not collected the bins or emptying the third bin when not required – the VH gets charged for this. * BC contacted @WasteManagement.COM in Newcastle find good deals, and they have… * Another company would manage 1 bin @ 1.7 meters wide (equivalent to 6 of existing bins) would replace our existing 3 bins, to be collected every month even if not full – could save £700 a year * Action: LJ and BC want to see an example bin in person to check it’s suitable for volunteers at the shop to manage. Might be a private site visit, which may not be practicable. |
| Car park barrier | * Last time we discussed unfavourable people being present late at night * Need a sign to state that the carpark will be closed at night, where Bob will manage locking and unlocking of the gate ensuring it is open for shop deliveries, or if someone is validly present on site, e.g. LJ in the shop - Recent trials by BC have proven to work for everyone |
| Stage curtain | * Update on cleaning/fire treatment – DG received 2 quotes, one double the price of the other * Treatment alone is £990, but the curtains do need cleaning first. * Therefore, the cost of cleaning and fireproofing £2,000 inc vat * LJ and BB mentioned previous discussions where the curtain was going to be replaced – Quote was £6940 to replace them Feb 22 * BB to get required updated quotes to bring to the committee. BC also indicated we should consider replacing the plastic tracks/rails - * Then the committee can make an informed decision based on all information |
| Site signage | * Need to get better signage on site, e.g. “No trucks, lorries, HGVs nor coaches”, “Carpark locked at night” and Fire Assembly pointers and locations * We should have the HVVH logo on the signs and needs to be the right wording, e.g. emergency contact number too. BB can contact his lawyer for good wording |
| Art Exhibition | * The annual Art Exhibition will be the 18th – 20th October * Complexities over making sure the people who normally hire the hall are cancelled or aware of logistics and timings. * Photographic society event is occurring at the same time in the small hall |
| Safe Key boxes | * Will be changing the box to have an override key |
| Panto | * 5th, 6th and 7th December – Alice in Cuckoo Land |
| Shop | * Need volunteers – please let Louise know |
| HAGA | * Going well - excellent trip to Wisley – first time since before Covid |
| Conservation Group | * It is felt that we need to give John Morby a small reward as he volunteers his time and we use a lot of equipment. * Bev proposed – Village hall pay for his and his wife’s lunch for the Conservation Group Christmas meal at the pub at the Hampden Arms - Committee Approved. |
| Next Meeting | * Monday 4th November 2024 |
| Meeting Closure | * Meeting closed at 9:42 by BB |

# Addendum

*Embedded documents may require full Microsoft Word to open them.*

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