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| A logo for a village hall  Description automatically generated  Committee Meeting Minutes  3 February 2025 | |  |  |  | | --- | --- | --- | | **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 | | Jenny Ing | Pre-school | JI | | Louise Jones | Shop Rep | LJ | | Martina Healy | Football Club | MH | | 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* | * 8pm by PG |
| *Apologies* | * Natalie Wilson-Jones, Bob Cook, Graham Hall |
| *Record of minutes from the last Committee meeting* | * Approved by the committee * PG asked the committee if we can we start at 7:30 from now on? Approved. |
| *Proactive authorisation of payments* | * PG wrote to and received a positive response from the Trustees to check pending transactions for approval twice a week. |
| *Health & Safety update* | * PG Had a meeting with MS for an action plan. * PG had a meeting with Bob :   + Asbestos Survey Vintec Laboratories 01923 661144   + Legionella Survey Infinity Water Treatment 01604 372132   + Water Treatment Kit https://www.thermometersdirect.co.uk/comark-km330-legionella-water-thermometer-kit.html   + Fire Risk Assessment andrewfurness@salvus.consulting.co.uk   + Curtains Cleaned and Fire Retarded   + Emergency Lighting Checks   + EICR Safety Check Ollie Turner   + COSHH Assessment Bob and Jenny   + Location of Notice for Gas/Electric and Water taps/Switches on Window facing out   + PAT Test April 2025 * Surveys to be completed by the end of this month. * PG reckons it could end up costing up to £10,000 to get all H&S done. * Action: PG to provide feedback on status and signoff. |
| *Hire charge increases* | * RW made the updates, and they were approved by the committee in November, however, the meeting did not have a quorum. * JI said that the only notice hirers had of the changes had was at the AGM. * Too late now as the changes have already gone out. * A letter is going out tomorrow morning to hirers. * Different groups pay different things with valid reasons for this. * SS to lead a review to analyse income and outgoing costs to establish fair charges across all groups. * All increases for the hirers approved by the committee with quorum. |
| *Village Shop rent increase* | * LJ read out a statement – see appendix. * Shop doesn’t use anything other than the car park. * The space is equivalent to about 3 to 5 car par spaces. * Build-a-Base rents 5 spaces at a much lower rate. * The original raise request was an absolute value rather than a percentage, some in the committee perceive percentages as not relevant. * RW stated that in normal business meetings the person/body over which is being discussed is not present. The committee agreed that HVVH has never done this, with examples already in discussed in this meeting. * This will be looked at as a part of the analysis of current hire rates. * Increases for the shop approved by the committee with quorum. |
| *Village Hall insurance renewal* | * (inc. Trustees Liability) * Not due until August, and so it may be too soon to get a quote. * JM will look for it from next week to understand timelines. |
| *Castle Water invoices* | * Previously the Hall used to pay 6 monthly but ended up overpaying. * Since 2022 the Hall has paid for water monthly. * Since September 2024 this has been reverted by the water company and incorrect invoices have been sent. * So now RW asks for a meter reading and will only pay for what we use. |
| *Jazz in the Village tour at Hughenden* | * See attached email in the appendix for more detail. * JM to communicate with them to go through the calendar and set up a committee - then we’ll set up a sub-committee. |
| *Environmental damage complaint* | * BB wrote email which was reviewed by PG and sent by JM. * No subsequent response to the email. |
| *H&S Officer renewal or succession* | * No decision required as the assessment is complete and items under review * PG can’t sign the H&S report off as Chairman AND Trustee, so needs to stand down as trustee whilst remaining Chairman for the duration of the signoff. |
| *Family Day update* | * Request by RA for a contribution of £350 on top of free use of the hall. * Committee agreed that working together on this is good – committee approved. * JM to contact Paul Woodford. |
| *School as a safe refuge during a monumental disaster* | * Agreed and Head Mistress has been given tour and fob. * Need to put something in the T&Cs. * Action: JM to ensure this with Michael Sole. |
| *Withholding of deposit* | * Withholding of the deposit of users who don’t return the hall and surroundings to a good state was proposed at AGM. * SS: Is there a Tariff of Charges for e.g. Bins mess? No, and committee agreed it may be too detailed. * JM to ensure the T&Cs are updated. |
| *Chairman’s / Trustees’ report* | * An increase of Bob’s renumeration from £16/h to £17/h – Approved by the committee. |
| *Secretary’s report* | * AGM Minutes under review by PG and RW. * JM Suggested Change in week for Committee meeting to accommodate allowing people from RA and VH Committees to attend each other’s meetings. * However, the only Monday available by the Trustees is the first. * JM to reach out to the RA and see if they could change – otherwise bring it back to the next meeting. * Committee calendar is shared by JM – please review and send dates to JM. |
| *Treasurer’s report* | * Half the money in the bank as last year due to the car park. * Billing for the first 4 months is up by nearly 20%. * Expenditure has also gone down gone down. * No major bills yet…. But there is a potential of £10,0000 for H&S. |
| *Booking Secretary’s report* | * See attached email for Booking Secretary’s report in the appendix. * Query from the Committee about the elections in May – it’s the council elections not VH elections. |
| *Grounds report* | * HVFC report that both pitches have been out of use the last few weeks due to bad weather and hopefully we will be back this coming weekend. * We have also fixed our date for the end of season awards/ fun day 21/6/25 and have booked the Village hall as a back up and toilets as a weather cover. * A resident carried out work on the grave way behind the shop footpath. * The resident says they permission granted by Bucks County Council. * A 3m wide nettled area was cleared after the resident researched the OS map and encroached on a bank and hedge that has been worked on by the conservation group for 7-10 years. * The pruned tree was not protected, but needs investigation for safety. * It’s still unclear who granted permission as work was incorrectly permitted. |
| *Technology report* | * Website is progression well, and will soon have the calendar. * All 2024 committee meeting minutes are available in a more accessible format. * Facebook business page access is confirmed. * JM raised concerns about lack of access to primary email accounts – RA agreed this is a priority. * The current maintenance contractor (who also works at Oxford Uni) is unavailable due to time constraints. Tech support is being transitioned to a new person, who is expected to be more responsive. |
| *RA* | * RA will create a flyer to recruit volunteers to own looking after the playground, targeting school and playschool parents. * SS will provide RA with PTA contact details. |
| *BB* | * Hall needs a deep clean, including oven hoods * Conservation group has been dead hedging in the glade by the big oak |
| *DG* | * Play week confirmed – there will be 2 plays in April on a Friday and Saturday |
| *JI* | * Hob has a chip in small hall and loose window in small hall * BB to talk to BC |
| *PC* | * Exhibition in October 17/18/19 * PC is now chairman of art group |
| *AF* | * First HAGA meeting of the year to occur soon |
| *AOB* | * We must remind regulars that they will be billed if they don’t cancel their allotted slot * Midwifes group using the hall without booking – Natalie has been made aware * Need Inventory of who has a key and who has fobs |
| *Next Meeting* | * Committee room, 3 March 2025 at 7:30pm |
| *Meeting Closure* | * 21:40 by PG |

# Addendum

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

