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| A logo for a village hall  Description automatically generatedCommittee Meeting Minutes3 February 2025 |

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| **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.*

