

Hughenden Valley Village Hall Monthly Meeting Minutes

04/10/21

Opening:

The meeting was held in the Committee Room and opened at 20:00 by Michael.

Present:

Position	Name	Position	Name
Chair	Michael Sole	Trustee/Fundraising	Vicky Bellamy
Art Group	Paul Cooper	MS Society	Apologies
HAGA	Andrew Flint	Residents Association	Angus Idle
Trustee	Roland Wales	Bookings Secretary & Playground Rep	Kerry Franklin
Trustee	Apologies	Village Shop	Louise Jones
Conservation Team	Position Vacant	Trustee/Valley Players	Diana Gibbons
Treasurer	Apologies	Secretary	Clive Webb
Parish Council	Apologies	Resident	Bev Beveridge
Football Club	Apologies	Maintenance	Position Vacant
Trustee	Apologies		

Item 1. The Chairman's Welcome

Michael welcomed everyone.

Item 2 – Apologies

Apologies were received from, Sam Morrison, Peter Gieler, Dave Hilling, Judy Biggs, Jonathan Hilder and Darryl Beckwith.

Item 3 - Record of Minutes from the last Meeting

Louise questioned the recording of the minutes in September with regard to Item 5 and the removal of the marquee. Clive explained his interpretation of the discussion. Louise to send to Clive her different understanding.

Louise

The rest of the minutes were unanimously accepted.

Item 4 – Matters Arising from the last Meeting	<i>Action</i>
Michael announced that with the agreement of the committee the new Wireless Fire Alarm System will be installed by L.Harvey (£8197+VAT) after we reviewed the quotes from them, Kemspon and ITS Fire. The fire proof document cupboard will be installed	<i>Michael, Clive, Bev</i>

at the same time.	
H&S Audit by Pat Beveridge ongoing. Pat met with Clive and Michael before Easter. - <i>Carried Over</i>	<i>Clive & Michael</i>
Bev updated the meeting on dangerous machinery training for the Conservation Group, he has received his training and will meet with the group as to whether anyone else need attend, at a previous meeting the committee agreed to 3 people attending at an approx. costs of £500/person, using The Vale Training Group. <i>Carried Over</i>	<i>Bev</i>
The multi play equipment has consistently failed its inspection since the PC handed over the safety checks. This has been ongoing for several years, the PC had said they would replace equipment but they have now withdrawn that and offered a lump sum of £8400. Michael has sought legal advice from Curzon Green solicitors. Michael read out the solicitors opinions and the meeting asked Michael to assemble all the info required for the next phase.	<i>Michael and Kerry</i>
Michael updated the meeting on the lighting changes first proposed by Sam. Another quote is in the process of being completed. <i>Carried Over</i>	<i>Clive, Michael and Sam</i>
The CCTV repair has been completed. Bev said he still hasn't any access. Michael explained he was meeting with the supplier this week and will ensure Bev has access. <i>Carried Over</i> Sam commented on the need to register the system with the ICO, Clive has investigated and Sam is correct, Clive has asked the treasurer to pay the invoice and complete the registration.	<i>Bev and Michael</i> <i>Jonathan</i>
The committee have agreed to a "Blue Plaque" to remember John Veysey. Michael to agree wording. <i>Carried Over</i>	<i>Michael</i>
The advert for more fund-raising committee members has yielded no results, Kerry agreed to send another advert in facebook.	<i>Kerry/All</i>
The water leak has been fixed and Jonathan is taking the billing errors up with the supplier this week. <i>Carried Over</i>	<i>Jonathan</i>
Bev and Michael will clear out the garage soon, as there is some old equipment and storage in use. <i>Carried Over</i>	<i>Bev and Michael</i>
Michael has been given the keys to all the cupboards in the committee room and is in the process of clearing unused ones.	<i>Bev and Michael</i>
As discussed at the last meeting Jonathan is stepping down from his role as Treasurer with Roland taking his place, Michael, Roland and Jonathan to meet to ensure a quick and efficient transition.	<i>Michael, Jonathan and Roland</i>
Dave H has approached surgery to ask about parking on busy football Sundays, unfortunately they cannot due to the COVID vaccination equipment.	
Kerry will send out new T&C's to existing long term users. <i>Carried over</i>	<i>Kerry</i>
Louise proposed 16 July for Village Day. She explained she did not have enough help to organise. Michael agreed that he would write an article in the Hughenden News.	<i>Michael</i>
Wall hit again outside main entrance. <i>Carried Over</i>	<i>Bev and Michael</i>

Item 5 – Village Shop	
At the last meeting the committee agreed to the relocation of the marquee and the freeing up of parking spaces used by the village shop during the COVID restrictions. With Michael’s agreement the shop have moved the marquee to a position that is not quite in the agreed space. The committee discussed this position and asked Louise to return next month with another solution as this was not felt to work. In particular, the committee sought to widen the gap between the hall and marquee as this designated thoroughfare was too narrow.	<i>Louise</i>
Michael asked Louise to move the two tables currently in the car park area to the gap between the ramp and the marquee.	<i>Louise</i>
The broken wooden bench placed behind the football club by the shop needs to be removed as it is a H&S hazard. This had previously been mentioned in September’s meeting.	<i>Louise</i>
Item 6– Review of car park use by Surgery	
The use of the car park by the surgery for vaccinations has been very successful. Michael has discussed with the surgery the ongoing situation, from the end of October the grass area will not be available for parking. The committee decided that due to the Village Hall being extremely busy on Thursday and Friday, after October and only until end-December the surgery can only be offered parking on Tuesday and Wednesday.	<i>Michael</i>
Item 7. – Chairman’s Report	
Nothing to report	
Item 8 – Treasurer’s Report	
Nothing to report	
Item 9 –Secretary’s report	
Last years Annual Report to the charity commission due this month. Clive will send document to Michael to get signed before his holiday.	<i>Clive</i>
Item 10 – Booking Sec Report	
Kerry explained occupancy has improved dramatically, there was now only one vacancy in October.	<i>Kerry</i>
Kerry will review our hall access system.	<i>Kerry</i>
Item 11 - Maintenance Report	
Heating may need to be reprogrammed.	<i>Bev</i>
Item 12 – Committee Group Members Updates	
Valley Players pantomime dates are 9 th ,10 th and 11 th of December	<i>All</i>
Vicky would like to see more lighting at night round the back of	

the garage.	
Louise proposed the 4 th December for the Xmas carols and turning on the lights	<i>All</i>
Louise asked for another bin as the one at present is not big enough. Michael asked Louise to ask with the provider what our options are; - bigger bin, more frequent pick ups or perhaps 2 bins one with mixed recycling.	<i>Louise & Michael</i>
Bev asked to trial a rolling bin for use on the field, committee agreed.	
Kerry is awaiting quote to repair the swings.	<i>Kerry</i>
Item 13 A.O.B.	
Valley Friends have disbanded, Michael proposed Good Companions replacing them on the committee, the meeting agreed. Clive to invite Joan to represent them on the committee.	<i>Clive</i>
Bev mentioned the storage of toilet rolls in the toilets was excessive, Michael to mention to the cleaner.	<i>Michael</i>
The AGM date to be confirmed at the next meeting, the Art Group were informed they might have to move their December meeting.	<i>Clive and Michael</i>
Angus inquired whether any progress had been made on the football pitches drainage and turfing. Michael explained that the football club were responsible for the maintenance of the pitches. Unfortunately Dave was away for this meeting but Michael understood that he had applied for grants to progress.	<i>Dave</i>

The meeting was adjourned at 21:53 by Michael.

The next meeting 01/11/21, 8.00pm.

Minutes submitted by: Clive Webb.