**Minutes of Hughenden Valley Village Hall February 05/02/24**

Item 1:

**Shop lease/licence.** This item is ongoing and is in the hands of Graham who will give update to Trustees and hence the committee at the next meeting

Item2:

**Car park.** There is no project manager for this item

Item 3:

**Gazebos**. The recent installation did not meet the requirements as laid down by the village hall committee neither had the installers complied with the health and safety measures as outlined in their method statement. These items were noted by all. In an attempt to move forward it was agreed to:

A) Allow the installation position to remain as is.

B) Ensure H & S measures are met in the future

C) Lay ‘concrete’ pads/feet under the legs of the gazebos complete with fixings in readiness for the new car park asphalt laying. This to be carried out asap to avoid timing issues with the tarmac supplier

Item 4:

**Front electrics.** It was agreed that power to the front car entrance etc should be installed to facilitate future projects. A contractor should be contacted for this project

Item 5

**Christmas Tree.** A new tree to bear our Christmas tree lights should be planted asap The tree selection should be agreed with our woodsman J Moorby. Steve to contact the National Trust in regard to this matter.

Item 6

**Car park**. Time is pressing on this item as some of the grants maybe expiring.

Parish council £9600 – already donated

Item 7

**Boiler**. A new water boiler is needed quickly in the large hall kitchen – **Fitted**

Item 8

**Health and safety audit**. This is being updated. The final audit will have to be actioned upon and other members of the committee will have to assist in fulfilling this item

Item 9

**Officers.** Roland raised the issue of our current dilemma of missing officers. i.e. Chairman and secretary. A discussion ensued but no real outcome was forthcoming. More advertising should be carried out

Item 10

**Finance**. Problems are found with users not stating an invoice no on their payments – difficult to resolve. Reminders and changes to our terms and conditions were discussed. Our new booking secretary should send new rules and regs to regular hirers.

Hire rates. These will be left as is but will be continually monitored mainly due to the fluctuation in fuel prices.

A donation of £100 had been received from the Shop Choir – Thank you

Hirers using fireworks (which are strictly forbidden) will have their deposit retained.

A second/third signature is required for payment authority Roland will action

Item 11

**Maintenance** New double glazing units to be fitted Bob ordering now. The front wall has been damaged Bob to repair.

CCTV needs updating repositioning etc Bev to contact Richard

Item 12

**Dafs contact list**. Dear Daf who is currently very ill has offered her emailing list to the Village Hall. The committee welcomed this most valuable asset.

Item 13

**Shop anniversary.** This will take place on the shortly

Item 14

**Village Day**. There will be no village day this year due to lack of support.

The Barn dance will however proceed. It was considered whether or not the Football Day could encompass some Village Day activities

.Item 15

**Playground swings** A new quotation has been received copy attached. Lisa was given authority to proceed at the last meeting.

Meeting closed at 21.45