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| A logo for a village hall  Description automatically generatedCommittee Meeting Minutes 13 May 2024 |

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| **Name** | **Position** | **Initials** |
| Peter Gieler | Chair | PG |
| Jasper McGuire | Secretary | JM |
| Roland Wales | Treasurer | RW |
| Richard Adams | Resident | RA |
| Paul Cooper | Art Group | PC |
| Diana Gibbons | Trustee/Village Players | DG |
| Angus Idle | HVRA | AI |
| Andrew Flint | HAGA | AF |
| Sam Morrison | Trustee | SM |

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|  **Item** | **Minutes** | **Owner** |
| Welcome | * Meeting opened at 8pm by PG
 | PG |
| Appologies | * Graham Card (GC), Bob Cook (BC), David Hilling (DH), Louise Jones (LJ), Lisa Thyer-Jones (LTJ).
 | JM |
| Record of the minutes from the last committee meeting | * Minutes accepted, but in general felt too detailed – required a tree to print. JM will try to limit to 2 pages.
* Additional minutes provided by LJ to be added alongside the January minutes as an addendum.
* Letter R missing from “year.”
 | JM |
| Playground | * Question about the donation from the Rotary Club. Bev said he would follow up but not heard.
 | BB |
| Shop closure statement | * LJ was not at the meeting and sent the following statement:

'The village shop were informed by the Project Manager Bob Cook, that the site would be completely closed and therefore the shop would have to close from Wednesday to Friday during the resurfacing works due to health and safety reasons eg heavy plant machinery being on site. The shop was also advised that there would only be minimal access permitted for staff at specific times)." | LJ |
| Carpark | * Thanks to the work Bob and Graham have done!
* MS wrote to Jacky Billing (Bucks Northwest) to find out if we could extend the timescale – Maybe, but no later than end of August, and she will still have to go to council committee.
* 7 contractors considered and decided to choose Total Surface Solutions.
* Another meeting was be held with them to agree a strategy and when the works can start - last week in May.
* Managed to get a 4-year guarantee, a plan for extra parking spaces and a soakaway in front of the shop.
* Still need to identify if the VH shares ownership of driveway with the Stearns who live in Totney, next door to the VH.
* Decision by the committee to go ahead regardless and not request funding because extra cost is a comparatively small amount.
 | BC |
| Trustees Liability | * PG sent JM an email as to whether it was increase from £500,000.
 | JM |
| Health & Safety | * H&S reports from shop and Football Club have been passed to Pat to review.
* PG not heard from MS as to when the fire check is to be done.
* Something that the trustees will discuss in a couple of weeks to meet by the July meeting.
* PG has 2 companies in mind that will do a quote for the curtains.
 | PG |
| Treasurer’s Report | * Income a bit higher than average, and expenditure down.
* Water consumption excessibely high, leading to a suspicion of a water leak.
* PG will request BB to watch weekly as 18m+ ago there was a leak. PG will ask Bob Cook to investigate.
* Supplier invoices should be sent by the contractor to the person who made the purchase.
* Hirers should cancel at least 7 days in advance with Hall Master.
* When they don’t cancel with enough time it denies us the opportunity to reuse the room.
* Online payments through Hall Master may solve problems with not being able to reconcile the payments.
* 2 hirers impacted by elections at VH without notice.
* Zumba has requested compensation for unexpected clash with elections at the VA. Committee has decided to offer 2 free sessions, PG to contact.
* See attached document for full Treasurer’s report.
 | RW |
| Secretary’s Report | * Drove Barn Dance communications and the decision to cancel. Glad to hear that it has been reinstated by HVRA for 29th June 2024.
* Met with Clive Webb for 2nd time, and plan for 3rd and final time for handover.
* Still no access to email nor word press.
* See attached document for full Secretary’s Report.
 | JM |
| Events | * Garden event on July 13th up in Naphill.
* Request to add a rule for no balloons with confetti inside.
 | DG |
| Online Presence | * Question: What is the plan for our online presence? Online presence for getting hirers in, or news for village hall?
* Response: Presence for renewal and new people to come in. Also to get news out there.
 | RA |
| Christmas | * JM asked about the Christmas fete? DG says she helped Kerry and will contact her.
 | DG |
| Christmas Tree | * Will a new tree be planted? See how much money there is for a more mature tree to be planted – BB was going to talk to John Morby.
 | BB |
| Kerry as Trustee | * SM will contact Kerry to ask if she wants to become a trustee. She has so much experience and knowledge and made a big impact on the village hall.
 | SM |
| HAGA | * Had HAGA AGM last month – doing well.
* HAGA will have a day out at Sarah Raven’s garden near Hastings.
 | AF |
| Fields in Trust | * Worth making contact reestablished with Fields in Trust.
 | AI |
| AOB | * Confirmed the men’s urinal will be fitted this week.
* No info on the playground? Not this time.
* Is there an update on shop damaged tables? Note from LJ: “Our own volunteer caretaker is in charge of all the tables and chairs and has noted that there is one that needs levelling and this is in hand.”
* Confirmed the car park will be closed for longer afterwards to settle – The gate will be locked.
* Confirmed that the key safe key code is changed once a month, and the key not kept there when not needed.
* Ask Natalie if she wants to come to the walkaround – with dog(s)!
 | BBLTJLJBCPGSM |
| Meeting closure | * The end of the meeting was called by PG at 9:14pm.
 | PG |
| Next meeting | * Walkaround on 3rd June at 7:30pm so…
* Monday 1st July at 8pm in the Village Hall Committee Room.
 | JM |

# Addendum

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

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