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| A logo for a village hall  Description automatically generatedCommittee Meeting Minutes 1st July 2024 |

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| **Name** | **Position** | **Inits** |
| Peter Gieler | Acting Chair / Trustee | PG |
| Jasper McGuire | Acting Secretary | JM |
| Roland Wales | Treasurer | RW |
| Diana Gibbons | Valley Players / Trustee | DG |
| Bob Cook | Grounds | BC |
| Graham Hall | HVFC | GH |
| Louise Jones | Shop Rep | LJ |
| Lisa Thyer-Jones | Resident / Play Park | LTJ |
| Richard Adams | Resident / Tech | RA |
| Angus Idle | HVRA | AI |
| David Hilling | Resident | DH |
| Paul Cook | HAG | PC |
| Andrew Flint | HAGA | AF |

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|  **Item** | **Minutes** |  |
| Welcome | * Meeting opened at 8pm by PG
 | PG |
| Appologies | * Sam Morrison (SM), Graham Card (GC) Steve Smith (SS) Bev Beveridge (BB) Simon Kearey (SK)
 | JM |
| Record of the minutes from the last committee meeting | * Booking Secretary’s report was missing and will be retrospectively added from Natalie’s email before uploading to the share.
* Noted by PG that the minutes are not in the same order as the agenda
 | JM |
| Introductions | * Introduced Bob Cook, and Graham Hall the new Chair of HVFC
* DH will continue to be a member of the committee as a resident
 | PG |
| Playground | * Will confirm in the next few weeks an of installation date of 5th August
* Need to write to the Rotary Club to ask for the money
 | LTJ |
| Carpark | * Car park was used as a meeting point by a third-party on Sat and took up all the spaces - discussion occurred around the practicalities of locking each night
* It has been raised by SS that the surface is raising in a couple of places, locations unclear
* Discussion occurred around closing the carpark on hot days whilst it is still curing - the shop will be impacted again (it was catastrophically impacted during resurfacing)
* Agreed: BC will make the decision maker to close the carpark when needed
* We should put notices out that this could happen
* DG noted pooling which could cause danger with ice, locations unclear
* PG noted that previous Chair commissioned before and after photos at £75
 | BC |
| Health & Safety | * Stalled due to Pat Beveridge being ill
* Decision made by MS and PG not to contact in the short term
 | PG |
| Chairman’s / Trustees’ Report | * *See attached Trustees Minutes in the Addendum of this document.*
 | PG |
| Secretary’s Report | * Charities Commission submission is ready to go, just need a quick review by Roland before submitting
* Contact made with the broker regarding Village Hall insurance - we are on year 3 of a 3-year renewal agreement at the same premium as last year.
* I have an outstanding query with the Broker again as to the possibility of raising Trustees Indemnity form £1,000,000 to £5,000,000
 | JM |
| Treasurer’s Report | * New water bill is not as big as before – BC gave RW meter readings – doesn’t think there is a leak on our side – but there is one on the water board side – Not the problem as proven the meter stops completely when tested
* See attached Treasurers report and finances in the Addendum of this document
 | RW |
| Booking Secretary’s Report | * We have had a quietish month for bookings. Lots of enquiries but for later in the year. I'm sending out reminders to all regular users to check their bookings are correct. We've had mainly birthday parties and a couple of local events.
* I haven't managed to finish looking into the online payment system fully yet to see what we need to do to set it up.
* Had a few showings round the hall and an inspection for the upcoming election
 | N |
| VH Christmas Bazar | * Kerry can’t help and hasn’t sent store holder and other contacts to DG
* Predicted to be the last Sat in November – 30th November
* Needs support or else risks cancelling
 | DB |
| Valley Players | * 13th and 14th July – Outdoor Theatre: Hound of the Baskervilles, Naphill/Stocking Lane – bring your own picnic
 | DG |
| Grounds | * We should renew the signage, e.g. parking in bay usage, blue badges, CCTV, fire assembly point & emergency contact sign in the Park
* Neighbouring residents know the code and use the gates when they need access to the rear of their gardens. We could change the code and they contact us when access is needed, but this was considered awkward.
* Michael Sole received an email requesting presence at the hall to drop off, set up and pick up polling booths – this was considered untenable as they don’t provide a time. The suggestion is they should employ someone to be here
* DH: who’s responsibility is it if there is an accident due to a vehicle on the field?
* Parking in the wrong spaces – should we put a notice on their car: yes
* Future decision – we rent 5 spaces out to Build-a-Base @ £55 per month. If we take it away how do we know they won’t still park there? How do we police it?
 | BC |
| HVFC | * Celebrated 50th year at Adams Park with AGM and Fun Day
* Special messages from Matt Bloomfield and Harry Kane
* GH is now chair and Sarah Harding is secretary
* New grass cutting contractors employed and will help deal with water logging
 | GH |
| Shop | * To BC: Could you help with the tree blocking visibility on the corner?
* Shop Choir will be singing outside the shop on 13th July
* Plan to have carols on 8th December
 | LJ |
| HAGA | * Recent event was a social evening due to speaker not being able to make it
* Holiday in Norfolk went well
 | AF |
| HAG | * Noted, main hall lights and main hall lights on last week – could be new group
* DG also turned them off today
* Tables are regularly in the wrong hall – better signage will help
* Monday tables were filthy – could be HVFC… apology accepted
 | PC |
| HVRA | * The RA does not have a chairman – they have acting chair and treasurer
* Needs to be advertised more
* It was proposed that we could staggering committee meetings that all occur in the first week of the month, or consider consolidating the various committees
 | AI |
| Hall Charging | * Charging of the hall – rules and regulations could do with refreshing
* RA will share the rules from Stokenchurch Village Hall:
* E.g. other places require 50% down payment and 50%; Cancellation over a month lose deposit; Cancellation under a month is 50% charge
* RA will ping out the current rules
 | RA |
| IT | * Has reached out to the person who runs the website and facebook, but no response yet.
* Causing issues with access to email, facebook and a place to store the minutes
 | RA |
| AOB | * RA’s wife works at a company that service mats – and ours need servicing
* Fire extinguisher in small kitchen has its pin pulled
* PG is a trustee of HCST, Hughenden Community Support Trust, a registered charity to relieve hardship within the Parish of Hughenden, which has funds available for disadvantaged people and groups – HV apparently doesn’t have any disadvantaged people, but this was refuted by the committee with examples
 | RAPG |
| Meeting closure | * The end of the meeting was called by PG at 9:45pm.
 | PG |
| Next meeting | * Monday 2nd September at 8pm in the Village Hall Committee Room.
 | JM |

# Addendum

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

