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| aA logo for a village hall  Description automatically generated  Committee Meeting Minutes  2nd September 2024 | |  |  |  | | --- | --- | --- | | **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 | | Louise Jones | Shop Rep | LJ | | Lisa Thyer-Jones | Resident / Play Park | LTJ | | 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 | Committee meeting opened by BB @ 8pm |
| Apologies | Diana Gibbons, Peter Gieler, Lisa Thyer-Jones, Louise Jones and Natalie Wilson-Jones |
| Playground | * The playground update has been completed thanks to LTJ! * Some feedback received which BB will discuss with LTJ: * Flying saucer is loved!! * 3 swings: 1 big and 2 smaller ones, no baby swing. Can we look into swapping one of the seats out for a baby swing, or add an additional swing? * Kids saying the new slide is not challenging enough – suggest an additional slide down the bank * LTJ gave JM money collected for the playground. PC will count, bank and transfer to the Bank Account as we don’t handle cash. |
| Car Park | * Not had the heat that gave concern to anticipated curing problem * BC has been taking the bins out to save the bin vans from needing to enter the property – will start to stop when the weather cool * BB suggested: in the future looking into putting a better handrail for the steps; * Also discussed the possibility of a ramp - the steps are jointly owned by HVVH and the PC |
| Health & Safety | * BB asked if there is any further communication needed with the H&S advisor? * BB to ask if there is any need to from her side. * Quote for fire-proofing the curtains, inc taking down, dry cleaning and spraying curtains with fire retardant: £1,309 inc VAT * Q: How long is it valid? Not listed in the notes by BC * BB suggested to get new quotes for curtains, which were quoted of £6,000 a number of years ago |
| VH Christmas Bazar | * Taken forward to next meeting – BB will talk with DG tomorrow |
| Chairman’s / Trustees’ Report | * PG unavailable for personal reasons – apologies given * Trustees yet to meet since summer break |
| Secretary’s Report | * The annual Charities Commission submission has been submitted to them on time * Buildings Insurance has successfully renewed for the third of a three-year deal with our broker * Hunt for higher Trustee Indemnity continues: Either you have to get full buildings insurance for consideration, or the value covered is much lower than the current amount. * PRS license has been renewed for another year. * Q: Do we have security camera insurance – It appears not. JM to follow up. |
| Treasurer’s Report | * See full report in the addendum of this document * May go above the threshold of paying VAT within the next few years – even though we’re a charity |
| Booking Secretary’s Report | * See full report in the addendum of this document * Feedback from the committee: Brilliant work! * Need to reinforce the staying in the building rule – party spilled to the car park * Q: Are they covered by insurance if they spill out into the carpark? * Key safe box: the combination can be changed – it has been by users. Need to replace both the boxes for ones with override key – Approved by the committee |
| Grounds Report | * Front and back has been treated with seeding and we are awaiting a date to further treat and spike both pitches when the ground is a bit softer. I will explain in a bit more detail at the meeting . * BB asked about the other side of the field that has been mowed outside of the requested area – GH confirmed not them, it was someone else. * There is going to be a problem with the hedge that is just ivy that is going to fall over at some point. AF will own that, and BC will carry on keeping tidy. |
| Christmas Tree Report | * See full report in the addendum of this document * Semi-mature trees was planned to replace the Christmas tree, not a fir * Cost can be hundreds to thousands due to transporting and digging a hole * Therefore, suggesting is to string lights on the Beech by the gate; no need to shape – was pruned a year or so ago * Committee consider this to be a very good idea - If it works – great – if not, it’s not paid money * We can put a succession tree for years down the line where the old tree was |
| HVVH AGM Date | * PC asked will the HVVH AGM happen in December or January? * The Committee favoured January. JM to check with PG. |
| Locking the car park | * Unsavoury people are in the car park at night – BC suggested locking the gate every night * Run it for a while then relax it * BC has had to ward people off and has had one confrontation * Hirers in the evening won’t want the gate closed & Shop opens early * Can we have a rota for locking unlocking? * Need to make it clear we do have CCTV |
| Football Club | * Health and Safety is better now the update of the “Pavillion” work has been done, e.g. security lights. * Looking into the doctors surgery as a carpark to lighten road parking on busier days * Q: Why is the car park is very full on Tuesday Evenings - BB and GH will investigate as pitch is used |
| Tech | * Still struggling to get any Facebook administration * Full access to website, and still working on emails * Wireless and CCTV is undocumented - RA to work with BB to document and upgrade |
| VH Charges | * PG requested to talk about raising charges. * RW will talk with PG as charges appear to be in charge with the same in the area. * BC: Deposit – there is an issue because BC is coming in more often to sort the items – RW agreed, perhaps we should be applying penalties more to reset the halls * BC bills hours and that can be accurate – so need to decide how we value and what kinds of charges, e.g. 50% as a start. |
| HAGA | * HAGA is ticking over |
| Conservation Group | * Conservation Group is working long last due to decent weather * Things are looking lovely |
| Water Leak | * Investigations with insurer’s plumber proved no leak in the carpark * Not Shop nor Football Club * Could be urinals or hanging baskets that have been using water to the excess * BC has put fixes in for both and will monitor * No claim made on insurance. BC put £100 of own money in and received refund. |
| Kerry as Trustee | * Kerry said no for now – ask in 6 months |
| Fire Alarm | * If the fire alarms go off then just go to the assembly point * Processes need to be better documented as BC or NWJ get phone calls if the alarm goes off – not obvious who to ring |
| Lights Left On | * Hall Lights left on again, and doors open by an art group (not PC’s) who are elderly and can’t figure out the lights |
| AOB | * New email address for Roland – JM to send email to the committee * New lights by drama group are not wired legally – will look into the cost and the drama group are to pay |
| Next Meeting | * Monday 1st October 2024 @ 8pm |
| Meeting Closure | * Meeting closed at 21:45 by BB |

# Addendum

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

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