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| A logo for a village hall  Description automatically generated  Committee Meeting Minutes  4th November 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 | * Opened by PG at 8pm |
| Apologies | * LTJ, SM, RA, LJ |
| Record of minutes from the last Committee meeting | * Drama Group Lights: Surname of Andrew Bitman should be Pitman |
| Car park donators plaque | * PG to work with BC to create the plaque – agree to get the plaque done |
| AGM | * The Committee agreed that the date of the AGM will be Monday January 13th 2025 * RW will continue to be our treasurer * Jasper will put himself forward as secretary * BB was asked by PG if he would step up into the role as Chair. It was acknowledged that nobody can compare to MS’s skills and experience * A Chair role needs support from the committee and the Whatsapp group will help. * JM asked if there is a way to have a vice chair in the role of but no chair? Not really. |
| Village Hall finances and fund raising | * We spent a lot of money this year with no fundraising * Our current income covers what we have to maintain and can’t do anything beyond that. * Christmas Fete brings in about £900, and Village Day in the region of £2000 - £4000 * BC suggested asked if we produce a budget? No, we build up reserve and spend that. |
| Increase in rent to Village Shop | * Raising the Shop’s rent will help cover increases in running costs, bills and utilities. * It won’t move the dial in terms of overall profit of the Village Hall * PG proposed an increase of £25, seconded by SS - Approved by the Committee * **Action: RW to write to the shop** |
| Increase in charges to hall users | * Not put them up for some time, and the costs of the hall from all hire covers basic costs and nothing else * Committee agreed that regular user charges to go up by 5% (rounded up to 50p) * Committee agreed that casual user charges to go up by 7.5% (rounded up to 50p) * Approved by the Committee * **Action: Roland to calculate the new prices and share with the Committee** * We must schedule a review terms & conditions of hall usage. * **Action: NWJ may be have done this already and can feed back to the Committee** |
| Princes Risborough Rotary Club donation for the playground | * JM followed up with the Princes Risborough Rotary Club and we received £2,000 donation towards the playground - They have requested a plaque to acknowledge this * Plaque, including the Rotary Club logo, to be placed at the back of the hall near the playground * Suggest and official opening once the plaque is put up * **Action: PG to work with BC on creating this** |
| Health & Safety follow up items | * Follow-up from the report are progressing but slowly * Discussed the requirement to clean/replace the stage curtains (see later) * The current H&S officer is considering retiring, which means won’t be pay for IOSH certification costs * If the Committee request she continues to perform assessments for them then she would for a contribution to the cost * **Action: BB to ask wife for estimated costs** |
| Village Hall Christmas bazar | * Confirmed this is not going ahead due to lack of support * Final confirmation was that the scheduled date has already been booked by another group. * JM posited that this could further lower our reputation after also cancelling Village Day, and wants to work with RA to create a FaceBook post for help with Village Hall events * It was discussed that we should get representation from regular users of the hall * SS asked if we could get local schools to support or run the bazaar – no, as they would take a cut of the profit * **Action: JM to book next year’s with LWJ** |
| Christmas Tree lights | * Confirmed that the Shop Christmas event will be on the 8th of Dec supported by the Shop Choir |
| Stage Curtain cleaning / replacement | * Discussed that we have the option to clear or replace the curtains * BB has received no quotes as yet from requests for cost of new curtains * A decision can be made when quotes are known. |
| Drama Group lights | * These are to be upgraded on 18th November – Drama Group have agreed to pay the costs |
| Waste Service Provider | * Had Grundon in to discuss quality of service and costs * Cost to empty bin lowered from £21.60 to £16.50 * The shop will receive a refund for recent missed bin collections, and we will no longer pay where a scheduled bin not been emptied * We have to understand where the refunds should end up as charges are shared equally between the hall and the shop. All extra bins collected are charged to the hall. * Looking at a Fell bin (the size of 6 current bins) which has a fixed cost for collection once a fortnight. |
| Site Signage (including for car park barrier) | * BC and PG to meet and discuss sign requirements and design. * A request by the Conservation Group is that we have Dog Poo signed * BC also requested Litter signs due to people using the Car Park for lunch |
| Chairman’s / Trustees’ report | * It was agreed between present Trustees that they need to meet |
| Secretary’s report | * JM communicated with the Princes Risborough Rotary Club regarding the donation * **Action: BB to write and send a letter of thanks to them** |
| Treasurer’s report | * See Treasurer’s Report in the Addendum of this document * Annual accounts need to be done by July to submit to the Charities Commission. * JM agreed with RW to hold back finalising them until spring so that accounts can be reconciled. * We are close to the threshold for VAT registration – it’s a cliff edge threshold, so we may need external VAT advice * 2023 boiler cost being chased by creditors, however BB sent RW information to pay directly * Invoice approval keeps timing out due to emails not being received by authorisors. RW will ping the Whatsapp group as well, assuming emails are not being received. * **Action: RW to get in touch with the bank to see if they can do anything** * **Action: RW to remove MS from authorisors** * Hire of car park spaces by Build-a-Base has never been raised. * **Action: BB to contact Build-a-Base to up the hire of 5 from £55 a month to £100 a month** |
| Booking Secretary’s report | * Not available this month * BC mentioned that the key boxes have been changed to allow unlocking if the combination has been changed |
| Grounds report | * GH: All groundwork has now been completed and we will continue to take care of the left side grass maintenance. Also, a communication to be sent to Away teams to consider their parking and not cause unnecessary distress * BC is intermittently closing the barrier to discourage unwanted night time users |
| Playground | * Waiting for the supplier to change the baby swing – no cost for this |
| Drama Group | * Panto is 5-7 Dec – Aice in Cuckoo Land |
| Consrvation Group | * Hope to see improvements of recent work in the coming weeks |
| HAGA | * Going on as per schedule |
| Art | * Exhibition went well, 460 people come through the doors * Photography group was pleased with the footfall from the art exhibition |
| Residents Association | * Flooding in valley road again * Talking about a picnic afternoon/evening late in the summer on King George the V field, they will ask for support by the Village Hall |
| Next Meeting | * 2nd December 2024 @ 8:00 |
| Meeting Closure | * Meeting closed at 9:45 by PG |

# Addendum

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

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