

**Minutes of the Monthly Meeting of Naphill Village Hall & Playing Fields Council**  
**held on Monday 3<sup>rd</sup> September 2018 at 7.45pm**

**Present:** Clive Lawrence, Chairman  
Paul Riglar, Treasurer (from 8.45pm)  
Judy Whitehouse, Secretary  
Tanya Stevens, Lettings Secretary

**Members:** Peggy Ewart, Judy Redrup, Daisy Leek, Jenny Price, Jo Keattch in place of Gloria Leflaive, Andrew Bottomley, Sarah Bacon, Ruth Daly, Sheila Draper, Linda Clark, Norma Clarke, June Lynch

Item	Action
<p><b>1. Apologies for Absence</b></p> <p>Cathryn Carter, Andrew Wasilewski, Dennis Lynch, Dave Evans</p> <p>Trustees recorded the resignation of Peter Williams who stood down as a Parish Councillor over the summer. The Chairman has thanked Peter for his active contributions over the past few years. A new nomination is awaited from Hughenden Parish Council.</p>	
<p><b>2. Declarations of Interest</b></p> <p>There were no declarations of interest</p>	
<p><b>3. Declarations of Items to be Taken Under Any Other Business</b></p> <p>It was agreed that Sarah and Andrew B could include short items under AOB (Andrew's item was later held over to the next meeting due to lack of time).</p>	
<p><b>4. Minutes of Last Meetings</b></p> <p>The minutes of the meeting on Monday 2<sup>nd</sup> July 2018 and the special meeting on Monday 23<sup>rd</sup> July 2018 as circulated with the agenda were agreed and signed by the Chairman.</p>	
<p><b>5. Matters Arising</b></p> <p><b>Decision Making Protocol</b></p> <p>It was proposed by Judy Whitehouse and seconded by Tanya Stevens that the revised version of the trustee decision making protocol be adopted. Voting took place.  <b>CARRIED UNANIMOUSLY.</b></p> <p>A proposed first draft of a Risk Assessment was circulated with the agenda. Comments should be passed to Judy prior to the next meeting so that a working version could be established.</p> <p>It was noted that under Risk 8 Safeguarding Friends should be Fields. Jo recommended that a notice be placed on the noticeboard in the hall advising people who to contact in the event of a safeguarding issue or disclosure.</p> <p>The proposal for a smaller management committee of Trustees who meet monthly for decision making and then a larger meeting for all stakeholders which would take place quarterly had been considered by Trustees individually over the summer and was the option that the majority present favoured. Trustees agreed to consider the constitution</p>	<p><b>All</b></p> <p><b>Judy W</b></p>

<p>of this monthly group before the next meeting where further discussion will take place. Any changes would need to be included as amendments to the Scheme and can therefore only be agreed at the AGM.</p>	
<p><b>6. Actions Taken by Chairman Under Delegated Powers</b></p> <p>On behalf of Village Hall Council, Clive bought Linda a bottle of champagne as a thank you for organising such a successful festival weekend.</p>	
<p><b>7. Treasurer's Report</b></p> <p>The Treasurer's report for July and August was circulated in advance of the meeting.</p> <p>It was proposed by Paul Riglar and seconded by Sheila Draper that we progress a Smart Meter from SSE who provide both our gas and electric supplies. Voting took place. For 11, Against 1, Abstentions 2 <b>MOTION CARRIED.</b></p> <p>It was further proposed by Paul Riglar and seconded by Normal Clarke that we renew the maintenance agreement on the CCTV system. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>The annual meeting of the Lettings Working Party is taking place later in September to agree lettings rates for 2019 ready for approval at the October meeting. This year the rates will include groups using The Crick.</p> <p>It was agreed that leases/service agreements for the Tennis Club, Men's Club and Scouts &amp; Guides is now a priority. Paul will arrange meetings of interested parties in October.</p> <p>Ruth will confirm at the next meeting that the Scouts and Guides have contents insurance.</p>	<p><b>Paul R</b></p> <p><b>Paul R</b></p> <p><b>Paul R</b></p> <p><b>Ruth D</b></p>
<p><b>8. Lettings Secretary's Report</b></p> <p>Casual lettings for July were £315.</p> <p>The issue of commercial groups using the Crick had been raised by a resident. Tanya has spoken to most of them.</p> <p>The Volleyball group just asks for a small contribution and are not profitmaking. It was agreed that next summer we would ask them to sign a Lettings Agreement to ensure compliance with our policies.</p> <p>The Zumba class were using The Crick while the school was closed and are happy to pay a contribution next year.</p> <p>It was agreed that we should have a Playing Field calendar on Hallmaster so that everyone could see what organised events were taking place on The Crick.</p> <p>The Hallmaster web site has been updated with our Terms and Conditions and the confirmation email includes links to the policies on the web site.</p> <p>Paul will confirm how much income the small hall generates.</p>	<p><b>Paul R</b></p>
<p><b>9. Play Area</b></p> <p>The final bid, placed with the Calor Community Fund, had not been successful. It was agreed that we focus on the two that we are most likely to be successful which are Heart of Bucks and Awards for All.</p>	

<p>There is a possibility that the Play Area could qualify for the next round of Co-Op Community funding – Linda to get further details</p> <p>Peggy has approached three companies, [REDACTED] (redacted for web site) for quotes for a replacement toddler multi-play unit. All the companies provide similar play units and they are normally configurable to requirements so the quotes will not be directly comparable. Quotes will be circulated in advance of the October meeting. It was agreed that we would make contact with Hughenden Valley have just installed a similar unit. Peggy will also prepare an update for the Gazette.</p> <p>We still need to carry out a consultation with residents regarding the configuration of the remainder of the play area. This will be discussed at the next meeting.</p> <p>Linda is running a fundraising Tack Sale on Saturday 27<sup>th</sup> October with the proceeds to go to the play area. Volunteers are required to do teas and coffees.</p> <p>Subject to Cathryn’s approval, it was proposed by Peggy Ewart and seconded by Ruth Daly that the Christmas Fayre proceeds will also go towards play area. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>Clive has been gathering support from the community and has been promised a donation of £1,000 from one source with the possibility of another that he is following up. An offer to provide fencing free of charge has also been received.</p> <p>Clive also suggested that proceeds from one part of the fireworks event, for example the barbecue or the bar, could specifically be designated for the play area fund.</p>	<p><b>Linda C</b></p>
<p><b>10. Strategic and Maintenance Groups</b></p> <p>It was reported that the roof apparently did leak when it rained but that there has not yet been enough rain to enable diagnosis. Clive has advised Billy Sutherland that we will take part of the boarding down so that he can investigate further. Bon Ami have been advised and are happy with this.</p> <p>The Maintenance Report was received, and it was proposed by Ruth Daly and seconded by Norma Clarke that we should replace the posts around the car park urgently to prevent unauthorised vehicular access to The Crick. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>Quotes will be obtained for replacing the changing room doors.</p> <p>As a side issue it was noted that Naphill Football Club (Seniors) is a risk as we do not have named contact. Clive to discuss with Bob Hathaway.</p> <p>It was proposed by Paul Riglar and seconded by Norma Clarke that the oven extractor is replaced at a cost of £800. This amount to be taken from the Horticultural Society donation. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>It has been suggested that the remainder of the Horticultural Society donation be used towards a replacement audio system. Initial research suggests that this would cost around £1,500 to £2,000 so would require some funding from the village hall budget. During discussion it was established that this system must be made available to hirers as well. Quotes will be obtained for approval at the next meeting.</p> <p>It was confirmed that the radiators are being installed imminently.</p> <p>Paul Webb will be asked to re-cement the war memorial.</p>	<p><b>Norma C</b></p> <p><b>Norma C</b></p> <p><b>Clive L</b></p> <p><b>Norma C</b></p> <p><b>Norma C</b></p>

<p>Clive will visit our neighbours in Downley Road to discuss the overhanging branches.</p> <p>It was proposed by Peggy and seconded Sarah that we spend a total of £4,100 on the above items as recommended by the Maintenance Committee. Voting took place. <b>CARRIED UNANIMOUSLY</b></p>	<p><b>Clive L</b></p>
<p><b>11. Health and Safety Issues</b></p> <p>Cathryn was thanked for completing the Food Hygiene Risk Assessment</p> <p>The Fire Brigade have confirmed that they are not able to carry out fire risk assessments as this would conflict with their legal responsibilities. They have however provided very comprehensive guidance to enable us to do this ourselves.</p> <p>The second thumb turn lock for the Bon Ami door has been completed.</p>	<p><b>Judy W</b></p>
<p><b>12. Fundraising Events</b></p> <p><b>Naphill Festival</b></p> <p>Thanks to Linda for taking on Chair again next year. Dates will be the 7/8/9 June. The Flypast and the Marquee have been booked. It was agreed that the theme would be The Circus.</p> <p><b>Fireworks</b> – 3<sup>rd</sup> November. Plans are progressing well. Around £6,000 will be spent on fireworks this year. Ruth proposed that we book a date to de-nail the Crick afterwards and it was agreed that this was a sensible suggestion. The Tennis Club requested that the fireworks be sited in the same location as used in the summer at the festival so as not to shower the single court with hot debris. It was suggested that a tarpaulin could be hung for protection. Clive will relay this to the Fireworks Committee. Clive also reported that there were lots of offers for sponsorship this year.</p> <p><b>Christmas Fayre</b> – This takes place on the evening of Friday 30<sup>th</sup> November. Arrangements are progressing.</p>	
<p><b>13. Members Reports</b></p> <p>The Residents Association Quiz Night takes place on 12<sup>th</sup> October. Tickets are £12.50 each including a hot meal. Teams of 6.</p>	
<p><b>14. Any Other Business</b></p> <p>A draft Equalities Policy was circulated with the agenda. It was proposed by Judy Whitehouse and seconded by Linda Clark that the policy be approved. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>It was confirmed that our Data Protection Registration has been renewed.</p> <p>Sarah advised that the WI have a group meeting on 22<sup>nd</sup> October and it was confirmed that the sparklers requested must be used outside the hall and not inside.</p>	
<p><b>16. Date of Next Meeting</b></p> <p>Monday 1<sup>st</sup> October 2018 at 7.45pm. Apologies in advance – Judy Redrup</p>	

The meeting closed at 9.45pm