

**Minutes of the Monthly Meeting of Naphill Village Hall & Playing Fields Council  
held on Monday 5<sup>th</sup> September 2016 at 8.10pm**

**Present:** Peggy Ewart, Chairman  
Ken Wright, Treasurer  
Judy Whitehouse, Secretary  
Tanya Stevens, Lettings Secretary

**Members:** Norma Clarke, Pam Smith, Dani Bowman, Paul Riglar, Daisy Leek,  
Clive Lawrence, Ron Collins, Sarah Bacon, Pam Smith, Ruth Daly,  
Jenny Price, Gloria Leflaive, Toni Green, Kieren Moore, Dennis Lynch

**In Attendance:** Claire Christian and Hilary Spain (to item 4 only)

Item	Action
<p><b>1. Apologies for Absence</b></p> <p>Cathryn Carter, Andrew Wasilewski, Sonia Goby, Dave Evans, Yvonne Cook, Bob Hathaway, Peter Williams, June Lynch</p>	
<p><b>2. Declarations of Interest</b></p> <p>There were no declarations of interest in items on the agenda.</p>	
<p><b>3. Declaration of Items to be Taken Under Any Other Business</b></p> <p>No items were declared for any other business.</p>	
<p><b>4. Financial Report from the Festival Committee</b></p> <p>Clare and Hilary from the festival committee attended to present the financial reports. These had been circulated prior to the meeting for consideration. The result was a £10,898 surplus which was £3,223 more than last year. The Chairman congratulated the committee on terrific result.</p> <p>It was confirmed that a £500 float remains in the Napfest bank account.</p>	
<p><b>5. Minutes of Last Meeting</b></p> <p>The minutes of the meeting on Monday 4<sup>th</sup> July 2016 were agreed as a true record and signed by the Chairman.</p>	
<p><b>6. Matters Arising</b></p> <p>A schedule of proposed amendments to our Scheme as requested by the Charity Commission was circulated in advance of the meeting for consideration. It was proposed by Judy Whitehouse and seconded by Ron Collins that these be approved and submitted to the Charity Commission. Voting took place. <b>CARRIED UNANIMOUSLY.</b></p> <p>Ken is still to confirm that if an event is a formal letting it is fully covered by our insurance policy even if it takes place on The Crick.</p>	<p><b>Judy W</b></p> <p><b>Ken W</b></p>

<p><b>7. Actions Taken by the Chairman</b></p> <p>The Chairman organised for a check to be carried out by Active Pest Control for a possible wasps nest in the Play Area as a result of comments from parents on Facebook.</p> <p>An apology was sent to the U3A who complained about the state of the small hall. This is as a result of the lack of cleaner.</p> <p>The trees at the bottom of Tilbury House, Louches Lane have grown so high that they take all the light from the garden and the householder has written to the Chairman asking us if we could consider pruning. It was agreed that we would get a quote for this work before making a final decision and that the Chairman would respond accordingly.</p>	<p><b>Peggy E</b></p>
<p><b>8. Treasurer's Report</b></p> <p>There is currently £14,986.05 in the main bank account, £25,000 in the CAF account and £4,653 cash/cheques in hand. Net worth is £46,780. The annual grant of £1,200 has been received from Hughenden Parish Council.</p> <p>Detailed income and expenditure reports will be circulated with the minutes.</p> <p>It was agreed that the Treasurer would investigate other options for the CAF account which could deliver a better return on the funds.</p> <p>Summary of spend under delegated authority:</p> <ul style="list-style-type: none"> <li>• Ken – nothing to report</li> <li>• Norma – nothing to report</li> <li>• Dave - nothing to report</li> <li>• Clive – £90 for a plumber who fixed a leak in the boiler house and a further £60-£70 for the magnaflow is still to come</li> </ul> <p>Ken has queried the refund of business rates from WDC and it relates to a credit from last year. It was confirmed that as an organisation we do not pay business rates.</p>	<p><b>Ken W</b></p>
<p><b>9. Lettings Secretary's Report</b></p> <p>Casual lettings for August were £130.</p> <p>Peggy has sent Ian Bond a letter regarding the Classics on the Crick letting and will follow this up as to date there has been no response. Tanya will speak to Ian regarding the outstanding lettings fee of £250.</p> <p>Tanya will put an article in the gazette asking groups who use The Crick for commercial purposes to contact her.</p> <p>Landlord access - the Chairman has concerns that Trustees are unable to access either the Men's Club or the Scout &amp; Guide hut for inspection or emergency maintenance. After discussion it was agreed that Peggy and Norma will do a key inventory. It was noted that Tanya has the key register.</p> <p>Booking and invoicing system <b>ONGOING.</b></p>	<p><b>Peggy E Tanya S</b></p> <p><b>Tanya S</b></p> <p><b>Peggy E/ Norma C</b></p> <p><b>Paul/Tanya</b></p>

<p><b>10. Strategic Plan</b></p> <p>A full set of notes from the Strategic Working Party were circulated in advance of the meeting.</p> <p><b>Scout and Guide HQ:</b> refurbishment and decoration will be dealt with once the kitchen cupboards and cooker have been installed.</p> <p><b>Apron for ball wall:</b> further advice and more quotes have been requested</p> <p><b>Possible modifications to Bon Ami:</b> changes are dependent on alterations to fire exit arrangements and it was agreed that a full fire safety report would be commissioned. As part of this survey Dennis recommended that we also get advice on the fire alarm system which could be faulty.</p> <p>It was agreed that the maintenance sub-committee should be reformed with Norma Clarke as Chairman so that minor matters can be dealt with separately and faster. Norma will form a team.</p> <p>It was further agreed that we find a local plumber, an electrician and a handyman to be paid small retainers to be on call.</p> <p>A plan of the facilities will be circulated with the minutes and a Trustee tour of the facilities will take place at 7pm on Monday 3<sup>rd</sup> October.</p> <p><b>Sports facilities:</b> it was agreed that we need more involvement of local residents in planning for the future of the Village Hall and Crick and that we would hold an Action Day in the New Year and invite local residents to call in for refreshments and discussion.</p> <p><b>Memorial benches for The Crick:</b> Peggy placed an item in the gazette but has had no interest to date. It was agreed this would be held as a suggestion for now.</p>	<p><b>Dennis L</b></p> <p><b>Peggy E</b></p> <p><b>Peggy E</b></p> <p><b>Norma C</b></p> <p><b>Norma C</b></p> <p><b>Judy W</b></p> <p><b>Future agenda</b></p>
<p><b>11. Maintenance &amp; Improvements of Hall &amp; Field</b></p> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>• The programme times for the boiler are now displayed above the timer.</li> <li>• The skip enabled a large amount of rubbish to be cleared from the loft. Thanks to all those who helped on the day.</li> <li>• The electrical survey has been completed but there are items arising that are now included as outstanding.</li> </ul> <p><b>Outstanding</b></p> <ul style="list-style-type: none"> <li>• One car park post needs replacing – ONGOING</li> <li>• Alternative quote for chairs with arms - ONGOING</li> <li>• Cleaners – no one is willing to come in on a Sunday, Norma is now asking if they will come in early on a Monday morning</li> <li>• Car park lights – Norma has done some investigation but further recommendations are required to ensure we get a sensible solution.</li> <li>• Replacement screen – no information available</li> <li>• Portaloos have been ordered for firework night</li> </ul>	<p><b>Clive L</b> <b>Clive L</b></p> <p><b>Norma C</b></p> <p><b>Norma C</b> <b>Dave E</b> <b>Andrew W</b></p>

<ul style="list-style-type: none"> <li>• Path to the bonfire – awaiting decision following performance of hired track on firework night</li> <li>• Portaloos - ONGOING</li> <li>• It was proposed by Dennis Lynch and seconded by Ron Collins that we should proceed with the repairs to the main hall floor at an approximate cost of £900. <b>CARRIED UNANIMOUSLY</b></li> <li>• The electrical survey has been carried out and the outcome is currently unsatisfactory, the electrical system has not been upgraded for years. An estimate to resolve the most critical issues is around £1,500 to £1,600. Examples of critical items are the hot water plug has no earth, the overload circuit should have a 3amp breaker and the fire exit signs have no battery backup. It was proposed by Ron Collins and seconded by Ruth Daly that the urgent items should be carried out as soon as possible. <b>CARRIED UNANIMOUSLY.</b></li> <li>• The maintenance sub-committee will look at prioritising the remainder of the recommendations from the electrical survey as part of their work.</li> <li>• Solar hot water panels – the first quote was £4,722. Two further companies have declined to quote because of the state of the roof and the boiler room. One final supplier is being contacted but we may need to postpone this idea until the roof and boiler are sorted.</li> </ul>	<p><b>Andrew W</b></p> <p><b>Dennis L</b></p> <p><b>Dennis L</b></p> <p><b>Norma C</b></p> <p><b>Kieren M</b></p>
<p><b>12. Health &amp; Safety, incl Play Area</b></p> <ul style="list-style-type: none"> <li>• We still need someone to carry out an asbestos survey</li> <li>• Play Area – Ken to establish whether the play area is covered on our insurance. This is urgent as Sarah has another meeting with the Parish Council shortly.</li> </ul>	<p><b>Norma C</b></p> <p><b>Ken W</b></p>
<p><b>13. Fundraising Events</b></p> <p><b>Fireworks Saturday 5<sup>th</sup> November</b> – all under control</p> <p><b>Christmas Fayre Friday 25<sup>th</sup> November</b> - all in hand, but it is unlikely that we will be using the Small Hall as the Food Hall plan is not coming to fruition. We have 12 stalls booked so far and full details will be in the October Gazette. There will be no tombolas but we will be having a cake stall again. Tickets for the Grand Draw should be available at the October meeting. All trustees to let their members know that this is a fabulous shopping evening for the whole village.</p>	
<p><b>14. Members Reports</b></p> <p>The Horticultural Society cheese and wine takes place on October 28th, Tickets £10 available from Cathryn at the end of September.</p> <p>Tennis Club lease – Clive has asked the solicitor to make a start so there will be a charge for an initial meeting but this will not be taken forward any further at present. Trustees will check their contacts to see if there is a retired solicitor in the village who would be willing to help us.</p> <p>Football Club: A skip is needed so that we can get rid of the old goals. The junior and youth sides start their new season this weekend.</p>	<p><b>All</b></p>

<p>Residents Association AGM is on Thursday September 9<sup>th</sup> and includes a talk by Marion Miller – all welcome.</p> <p>Guides Jumble Sale is on Saturday 1<sup>st</sup> October.</p>	
<p><b>15. Any Other Business</b></p> <p>The Trustee Code of Conduct and Complaints Policy as circulated in advance of the meeting were approved and will be added to the Village Hall web site. It was proposed by Sarah Bacon and seconded by Ron Collins.  <b>CARRIED UNANIMOUSLY</b></p> <p>The report regarding the Best Kept Village judging was circulated in advance of the meeting. It was agreed that we will keep the areas specifically mentioned as issues under review starting in early spring.</p>	<p><b>Judy W</b></p>
<p><b>16. Date of Next Meeting</b></p> <p>Monday 3<sup>rd</sup> October at 8.10 pm (Trustee tour of facilities at 7pm)</p> <p>No apologies recorded in advance</p>	

The meeting closed at 9.55pm