

**Minutes of the Monthly Meeting of Naphill Village Hall & Playing Fields Council
held on Monday 3rd February 2020 at 7.45pm**

Present: Clive Lawrence, Chairman
Paul Riglar, Treasurer
Ruth Daly, Secretary
Tanya Stevens, Lettings Secretary

Members: Peggy Ewart, Gloria Leflaive, Cathryn Carter, Judy Redrup, June Lynch, Dennis Lynch, Sarah Bacon, Jenny Price, Andrew Wasilewski, Linda Clarke, Norma Clarke, Rob McMurray

Item	Action
<p>1. Apologies for Absence</p> <p>Daisy Leek, Judy Whitehouse, Dani Bowman, Andrew Bottomley, Peter Williams, Dave Evans</p> <p>Welcome We welcomed Rob McMurray attending on behalf of the football club (juniors)</p>	
<p>2. Declarations of Interest</p> <p>There were no declarations of interest.</p>	
<p>3. Declarations of Items to be Taken Under Any Other Business</p> <p>There were no further items to be taken under any other business.</p>	
<p>4. Minutes of Last Meeting</p> <p>The minutes of the meeting on Monday 6th January 2020 as circulated were agreed and signed by the Chairman.</p>	
<p>5. Matters Arising from Previous Meeting</p> <p>Trustee Reorganisation</p> <p>The Chairman reported that so far 11 members had expressed an interest in becoming a Trustee (two were conditional) and 10 had declined. There were still a few responses outstanding (List attached).</p> <p>Those interested have been asked to identify which roles they would like to considered for.</p> <p>It was agreed that some shared roles (with one vote per role) may be possible during the trial period to enable roles to be developed and new blood to be encouraged.</p> <p>The AGM will be promoted as an opportunity to find out more about the roles and maybe get involved.</p> <p>Further work is required to identify the role of the Naphill Community Committee and who would be members and attend meetings and other details.</p>	<p>Interested members</p> <p>Clive</p>
<p>6. Fundraising Events</p> <p>Cheese & Wine 21st February – 77 tickets have already been sold, with a few more</p>	Cathryn/

<p>pending. There are still spaces available. Arrangements are well under way.</p> <p>The council agreed a float of £500 to Cathryn for the event.</p> <p>Film Night Saturday 22nd February – Naphill and Walters Ash school are currently running weekly film nights and the RAF are also running film nights most weeks. As such a Village Hall event is not really a workable option. The date will be freed up for other hirers</p> <p>Napfest –12th, 13th and 14th June. Linda was not present to report, but all is going to plan.</p> <p>Fireworks – The ‘Thank you evening’ for the 2019 event was well-attended. The fundraising balance will be finalised and paid this week. The bare patch on the field has had an initial clear up. A second clear and reseeding will be needed when it is a little drier.</p> <p>Christmas Fayre – Friday 4th December 2020 – nothing to report</p>	<p>Judy</p> <p>Tanya</p>
<p>7. Health and Safety</p> <p>Fire Risk Assessment Update</p> <p>Clive & Paul had tested the fire alarms.</p> <p>New fire extinguishers have now been fitted as per fire inspection recommendations.</p> <p>Training will be arranged for the fire alarm tests.</p> <p>Ruth & Amanda in Bon Ami have cleared the corridor previously identified as a risk. (NB the missing ladder has been found and is now in the small hall store cupboard)</p> <p>Further actions raised in the fire risk assessment will need to be built in to the Maintenance plan.</p> <p>General Health & Safety Checklist</p> <p>On 9th Jan Cathryn, Norma, Andrew & Dennis completed a comprehensive survey of the hall and all its attached buildings. NB. This did not include Fire risk, Slips & Trips and Kitchen (all done recently), gas (requires specialist knowledge), Napfest & Fireworks (have own risk assessments) or the Crick itself (To be done separately).</p> <p>The initial report was circulated on 29Jan20.</p> <p>The Small Hall cupboard & stairs need urgent action as these are a significant hazard. Issues highlighted will need an action register with individuals given responsibility for actions or ‘no action is required at the present time’.</p> <p>The Maintenance committee agreed to assess what could be included under their remit</p>	<p>Maintenance Committee</p> <p>Maintenance Committee</p>
<p>8. Treasurer’s Report</p> <p>The Treasurer’s report was circulated in advance. There were no questions</p> <p>Tennis Club Lease – A similar lease agreement has been found online and, with some guidance, this will be rewritten to make it relevant to our circumstances</p> <p>The Football still owe money from last year. Rob McM asked to hasten this.</p>	<p>Andrew W</p> <p>Rob</p>

<p>9. Lettings Secretary's Report</p> <p>Casual lets for January were £3004.</p> <p>Tanya highlighted that Hallmaster email invoices often get diverted to SPAM, so she has had to chase payments.</p> <p>It was suggested that users could be asked to include the Hallmaster email address as an email contact to avoid this problem.</p>	
<p>10. Play Area</p> <p>Mark Webster (Classics on the Crick) will liaise with Linda re offer to donate a new springer for the play area.</p>	Linda C
<p>11. Maintenance Work</p> <p>Storage options for the fencing & their bases were discussed, but no solution was reached. It was agreed to leave them where they are for now.</p> <p>Replacement CCTV system has been ordered. There is no remote access at present, but the new DVD system should be available in 2 weeks.</p> <p>10 Year Maintenance Plan – Peggy has collated all the information on a spreadsheet It will be up to the 8-person council to decide what is a priority (The fire assessment has not been included in this). NB. Original survey was done in April 2017, so will need reassessing at some point.</p>	Norma
<p>12. Actions Taken by Chairman Under Delegated Powers</p> <p>Enquiry from Tilbury House (Louches Lane footpath) re ash trees on boundary – has a quote for £1250 – is willing to split the cost.</p> <p>£60 spent on timber for new shelf fitted (by Clive) on top of filing cabinets in loft Power cut caused by leak due to damaged lead flashing – temporarily fixed. Further action required.</p>	
<p>13. Members Reports</p> <p>30 Mar20 (8pm) - Residents Association - biannual meeting – Theme is 'Scams & Cons'.</p>	
<p>14. Any Other Business</p> <p>A draft AGM Agenda had been circulated in advance – suggested amendments '<i>Adoption of trial amendments</i>'</p> <p>Next meeting to be amended to 2021</p>	Judy Judy
<p>16. Date of Next Meeting</p> <p>Monday 2nd March 2020 at 7.45pm</p> <p>Apologies in advance:</p>	

The meeting closed at 9:15pm

Attachment to Minutes

Members' expression of interest in becoming a Trustee

Interested

Clive Lawrence

Judy Whitehouse

Linda Clark

Andrew Wasilewski

Cathryn Carter

Tanya Stevens

Paul Riglar

Gloria Leflaive

Jenny Price

Norma Clark (provisional interest)

Andrew Bottomley (provisional interest)

Declined

Dennis Lynch

Sarah Bacon

Judy Redrup

Ruth Daly

Peggy Ewart

June Lynch

Dave Evans

Bob Hathaway

Clive Rowlands

Peter Williams

Yet to confirm

Daisy Leek

Dani Bowman