

# HORTON VILLAGE HALL

## Minutes of Meeting held on Monday 17<sup>th</sup> November 2016

1. Present: Jill Mazillius, Mike Henly, Jan Allen, Henry Patey, David Ireland, Mervyn Hector, Nicola Dawe, Anne Hockaday, Kharon Young, Joyce Pickering, Bill Stevens, Nina Jerez, Ann Winter, Stuart Davey, Glyn Ottery, Ken White, Jackie Moulding
2. Apologies for absence: Micki Darbourne
3. Election of Officials:  
Chair: Ken White was proposed by Glyn and seconded by Nicola. All present approved and Ken agreed to accept.  
Vice Chair: TBC  
Secretary: No volunteers. Jackie will continue until the next meeting.  
Treasurer: No volunteers. Mike proposed that David continue until the next meeting and David agreed. It was suggested that the current format of the accounts may appear daunting and Mike supplied examples from ACRE and Village Hall Doctor websites of simpler formats for the committee to consider for the next meeting.
4. Update of Register of Members – no forms were available. This should be done at the next meeting.
5. Minutes of the previous meeting: Agreed by all present and signed by Ken
6. Matters Arising:
  - Glyn had given apologies for September's meeting at our July meeting.
  - Review of Hire Rates – Mike questioned how the rates were calculated. David explained that the rates are comparable with local venues and have been maintained since opening. Mike also suggested setting budgets for the hall.
  - The Gambling licence was not renewed in 2015 as it was not used and does not apply to raffles. It is only required for 'Grand Prize Draw' type when tickets are sold in advance, these require a promoter name.
7. Correspondence: Pam and Derek Swain had emailed to resign from the committee. Pam's role as rep for St Peters has been filled by Jan Allen. Jackie replied to say she would advise the committee at the next meeting and thanked them for their help over the years.
8. Issues raised at the AGM
9. Reports:
  - Chair – Separate Sheet. Ken reported that 3 panels of the marquee had sustained some damage and had previously been repaired. New panels from Boldscan would be £112 for a plain and £158 for a window + VAT. Stuart proposed the purchase of 3 replacement panels, Jill seconded this and all members were in favour. Scheduled redecorations at the hall should be arranged for the first week in January as this is the quietest week in the diary.
  - Treasurer – Accounts on separate sheets. Mike questioned if there is an element in the figures for solar panels. David explained the intention has been to keep the bank balance sufficient for any major expenses. The Charity Commission require a contact name and it was agreed to change this to Ken. Signatories for the bank accounts – 2 new names are needed. Nicola agreed to replace Alan Dawe as a signatory and Nina will remain along with Ken. The final name is historically the Treasurer.
  - Bookings Secretary – Some of the window screens have been broken. Carol Crane has arranged for repairs at a cost of £25. Glyn reported that the laptop is not working with Windows 10 and has been given back to Roger Doughty for repairs.
  - Building & Grounds – None
  - Film Club – Membership remains strong. Over £4,500 has been repaid to the Committee out of the original £6,500 given. The next meeting will be 30<sup>th</sup> November when the next few films will be chosen.
  - User Groups – Horton and District WI did not wish to have their minutes posted onto the Village Website as suggested at the last meeting. The lapel microphone was again raised as an issue for users. Also with David no longer remaining on the committee it was suggested by Jill that training should be given on the sound system and cinema equipment at the hall. David agreed to attend next Monday at 3pm to meet with anyone who wished to learn.

10. Health & Safety: A number of toilet seat fittings are loose and there are some broken window stays. Ken will come up tomorrow to deal with these issues.
11. Capital – Marquee Panels and Small sign
12. Forthcoming events – Breakfast 15<sup>th</sup> January
13. A.O.B.
  - Glyn will collate a monthly plan of renewals and reviews. Historically David and before him Henry have dealt with these as Treasurer.
  - Outside Window Cleaner – John Perrier will be asked if he would like to do bi-monthly. Jays have quoted £20 for bi-monthly cleaning.
  - As the marquee has now been taken down SES Yeovil can complete their works. They quoted £92.50 for replacement external alarm and £37.50 for disabled toilet alarm + £45 per hour labour + VAT. Current legislation states that alarm systems should be inspected/certificated twice a year. SES can do this for £75 + VAT. All members present approved of instructing SES to undertake the works.
  - Derek and Pam Swain have a key fob. This will need to be returned.
  - Small Claims for Wedding damage. David wants to pursue this and Glyn agreed to provide all the relevant information.
14. Date of Next Meeting – THURSDAY 19<sup>th</sup> January 2017

Meeting closed at 9.24pm