

HORTON VILLAGE HALL
Minutes of the meeting held on 19th January, 2017

1. Present: Stuart Davey, David Ireland, Mike Henley, Jill Mazillius, Ann Winter, Bill Stevens, Joyce Pickering, Anne Hockaday, Glyn Ottery, Ken White, Jackie Moulding, Nicola Dawe.
2. Apologies for absence: Kharon Young, Jan Allen, Mervyn Hector.
3. Minutes of previous meeting: Agreed and signed by Ken.
4. Matters arising from the minutes:
 - Marquee panels – not yet ordered, Ken would like to check all panels and replace as necessary.
 - The blind has been repaired by Carol Crane.
 - The ladies' toilet seat has been replaced.
 - Window stay in the kitchen has been replaced plus those required in the main hall.
 - SES Yeovil replaced smoke alarm and exterior alarm.
 - Wedding damage – It was agreed that the hall be paid £110 and this has been done.
 - Glyn had started setting out an annual management plan, this would be passed to David, Ken and Alan to fill in as appropriate.
 - Election of Secretary – Jackie proposed Nicola, seconded by Glyn – all agreed. Jill proposed a vote of thanks to Jackie for all her hard work as Secretary.
 - Treasurer – It was pointed out that if the Hall constitution allows, the Charity Commission allows one officer to have two roles. Glyn proposed David should stay until the next meeting, which David agreed to. Mike suggested advertising externally for a Treasurer and David would put a card in the post office.
 - Vice Chair – Micki proposed by Glyn and seconded by David, all agreed.
5. Correspondence. An email had been received from the Community Council requesting details of costings, construction and architects to help other communities embarking on similar projects to our hall. Ken would deal with this.
6. Reports
 - Chair – see separate sheet. Ken had received two quotes for re-decoration of the main hall and has instructed Neil Martin Contractors from Westport to commence this work w/c 13th February, as this was half term it would reduce the number of bookings we had to cancel. Mike questioned whether Ken had carried out correct procedure in instructing contractors before consulting committee members, but David and Glyn both pointed out, due to time constraints, this had been previously agreed. However, we did vote on it again at Micki's suggestion and we all agreed it should go ahead.
 - Several bulbs had been replaced in the main hall and lobby and the electrics may need looking at. Ken would contact Edward Grabham.
 - The Christmas decorations had been put up late November and removed before 5th January, but suggested we purchased new ones before next Christmas.
 - Glyn suggested a rail be put up on the wall just below ceiling level for hooks.
 - The annual P.A.T. testing needs to be arranged.
 - Booking Secretary – see separate sheet. Glyn had written to all regular bookers thanking them for their support and to advise about the re-decoration of hall. As previously mentioned, David had sorted out the matter regarding the wedding damage. We have lost one of our longest serving bookings – Hodges Dancing. Eight weddings currently booked. Yeovil based band is frequently booking hall for practice. Despite being a quieter month, £1321.00 was banked in December.

The heating has been left at 16 degrees throughout winter. Thanks to David for having the diary recently. Glyn and Ann will be away in April and May for five weeks so someone will be required to look after bookings over that period. A full audit of hall equipment needs to be carried out and along with Glyn, Ann, David, Ken, Micki and Nicola agreed to help, plus Shirley. Glyn would choose a date when the majority could attend.

- Film Club – New year starts in April. Good team for setting up. Regularly had an attendance of 40 plus.
- User groups – Ann reported that a new Clerk to the Parish Council had been appointed.
- Micki reported the Purple Fields Christmas Bingo had gone very well and hoped to hold another.

7. Health and Safety – None

8. Capital Spend – None

9. Forthcoming events - None

10. Any other business –

- Ken purchasing a smaller sign “Horton Village Hall” to be placed on the right of the entrance.
- New lock required.
- John Perrior has cleaned the windows. We needed to find out whether he would do this on a regular basis. Jays would charge £20 a time and would clean every couple of month.

11. Meeting closed at 8.46pm. Date of next meeting 7.30pm Thursday, 16th March, 2017.

Amendment made at next meeting

It was agreed to amend the authorised signatories for Nat. West to add Ian Kelland, Ken White and Nicola Dawe and to remove Albert Henry Patey, David Ireland and Alan Leslie Dawe. Jeanine Jerez would remain.

Alan Leslie Dawe and Albert Henry Patey would be removed from the Skipton Building Society Account and Ian Kelland, Kenneth White, Jeanine Jerez and Nicola Dawe would be added.

The signing rules remains the same – i.e. any two signatures for each cheque