

HORTON VILLAGE HALL
Minutes of the meeting held on 16th March, 2017

1. Present: Stuart Davey, David Ireland, Mike Henly, Jill Mazillius, Ann Winter, Bill Stevens, Joyce Pickering, Anne Hockaday, Glyn Ottery, Ken White, Jan Allen, Nina Jerez, Mervyn Hector, Kharon Young, Ian Kelland, Nicola Dawe.
2. Apologies for absence: Jackie Moulding, Micki Darbourne
3. Minutes of previous meeting: Agreed and signed by Ken.
4. Matters arising from the minutes:
 - Since the last meeting, Ian Kelland had agreed to take over as Hall Treasurer and Ken welcomed him to the committee.
 - The re-decoration of the hall had been completed ahead of schedule and within budget. Very pleased with standard of the work. The invoice had been paid.
 - Ken was still waiting to hear back from Edward Grabham regarding the light by the ladies' toilets and other lights that may need attention. PAT testing needs to be arranged also. Nina suggested Ken contact Nick Russell as an alternative electrician. Ken would contact Edward Grabham again, as he knew the electricity layout in the hall and if not forthcoming he would contact Nick Russell.
 - The small 'Horton Village Hall' sign had been purchased and Ken and Mervyn had fitted this.
 - A new padlock had been put on the store and the main gate padlock may need some attention.
 - Ken would speak to John Perrior to see if he would be prepared to clean the windows on a regular basis. If not, Jays had been approached and they would clean them every couple of months at a charge of £20.
5. The Community Buildings Membership was up for renewal at a cost of £40 for 12 months. Jill proposed that this was renewed and this was seconded by Ann. This would be forwarded to Ian to action.
6. Nicola handed around the updated contact sheet for checking. This would be circulated amongst the committee and everyone agreed that she could let the Community Council have committee members' email addresses in order that any correspondence could be sent direct (those not at the meeting would be asked for their permission).
7. Management plan. Glyn had drawn up a Management Plan in order that all necessary tasks throughout the year were dealt with. He suggested that this plan be managed by a committee member with tasks being allocated. Jill and Jan agreed to take this on and would meet with Glyn and Ken at a later date to discuss. The Hallmark responsibilities would also be discussed then but a separate group would be needed for this. With this plan in place, it should ensure smoother continuity when committee members change.
Change of signatories needed on Skipton Building Society Account and the National Westminster Bank Account. It was agreed that four signatories should be registered, with two of these being needed for transactions. The four signatories would be – Ken White, Ian Kelland, Nina Jerez and Nicola Dawe. Ken would get the change of signature form from Nat West.
8. Reports
 - Chair – see separate sheet.

- Treasurer's report. Ian handed around the accounts. The big expenditure this month was the re-decoration. There was some discussion over whether depreciation should be shown on the accounts and opinions differed. Mike was concerned that should we have a large expense, the income would not cover this. However, it was pointed out that we did have a substantial amount in the Skipton Building Society. Ian questioned the shortage of time between the accounts being approved and the AGM (September to October). David assured him that Wendy Green was always very efficient in turning the account audit around and if she was unavailable, he would audit them. *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.*
 - Booking Secretary – see separate sheet. Glyn handed around the Invoice sheet he prepares each month and hands to the Treasurer for checking. He was pleased to report there has never been a non-payment.
 - Building and Grounds – Some of the doors were not closing properly – Mervyn would have a look at these. Kharon had started tidying up the garden around the hall. Ken suggested she spoke to Joyce and Paul regarding new plants. Stuart would look at the trees next week and there would probably be plants left over from the Gardening Club Plant sale to use in the garden.
 - Film Club. Membership comes up for renewal in April. Unfortunately, the last few films had not been so well received. The committee would be meeting shortly and film ideas were welcomed.
 - User Groups. Jan asked, on behalf of the Church, whether there would be a hire charge for the fete on 24th June. The usual charge would be £460 which includes the marquee, but Glyn proposed we asked for a donation and this was seconded by Ken and everyone agreed. Ann on behalf of the WI had nothing to report. Joyce asked on behalf of the Methodist Church whether anything had been done about purchasing lightweight tables, Ken would make some more enquiries. Stuart had nothing to report from the Ding Gardening Club.
9. Health and Safety – The wheelchair in the disabled toilets was not safe and the tyres needed looking at. This would be temporarily removed.
10. Capital Spend – None
11. Forthcoming events – Bingo on 13th April, Plant sale 11th May, Church Fete, 24th June, Flower Show, 12th August
12. Any other business –
- Mike suggested we should look at PR as we are not as pro-active as other halls at selling ourselves. Ken and Glyn both said that our best advertising was word of mouth and many bookings were made from guests at parties wanting their own parties at the hall.
 - Henry had moved into Vaughan Lea on a permanent basis.

- Mervyn and Nicola had approached Richard Whitefield about joining the committee. Nicola would ring him to ask if he would like to attend the next meeting.
13. Next meeting 7.30pm Thursday, 25th May, 2017. (NB The AGM will be on 1st November, 2017)
 14. Meeting closed at 9.04pm