

HORTON VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 22nd NOVEMBER, 2017

1. Present: Jan Allen, Jill Mazillius, Ann Winter, Kharon Young, Ann Hockaday, Micki Darbourne, Joyce Pickering, Bill Stevens, Glyn Ottery, Ken White, Stuart Davey and Nicola Dawe.
2. Apologies: Nina Jerez, Ian Kelland, Mervyn Hector and Jackie White.
3. Election of Officers.
 - Chairperson: Ken White proposed by Jill and seconded by Glyn, all agreed.
 - Vice Chair: Jill Mazillius proposed by Glyn and seconded by Ann H, all agreed.
 - Treasurer: Ian Kelland proposed by Jan and seconded by Glyn, all agreed.
 - Secretary: Nicola Dawe proposed by Jan and seconded by Bill, all agreed.
4. Register of Committee Members and Contact Details sheet were updated.
5. The Minutes of the September meeting needed one amendment – Booking Secretary’s report should read “The 2018 diary and online calendar are *now up to date*”. Ken then signed the minutes, with this amendment, as an accurate report.
6. Matters arising from meeting of 27th September, 2017
 - Total Aluminium’s quote had been accepted and two of the doors had been replaced with the other two being replaced on 24th November. Ken had met with Carol Crane and a rep. from the supplier of the blinds to obtain a quote for fitting new blinds. The new recess was not deep enough for existing blinds. Three keys had been supplied with each of the doors, but Ken had requested that the locks be changed to turn bolts as on the original doors. Total Aluminium would fill the gap between rendering and the doors and there would then be very little to ‘make good’.
7. Matters arising from ‘Accounts’ meeting of 25th October, 2017
 - Clarification of User Groups. Glyn suggested that these be called “Village Action Group” The definition of which is as follows - Village Action Groups are organisations that arrange activities for the benefit of persons in the village of Horton and the immediate surrounding area. As such, they have a right to appoint a representative on the Village Hall Management Committee, ensuring that the Hall Committee meets the needs of the local community groups that use the hall on a regular basis.
 - Must be regular users of the village hall, a minimum of 6 occasions per year.
 - Should provide activities for the benefit of Horton residents and the immediate area.
 - Should be not-for-profit organisations.
 - It was decided to use Profit and Loss accounts rather than accruals.
8. Correspondence – None
9. Issues raised at the AGM
 - Locking system on front door. Mervyn and Ken had fixed this but unfortunately it was not working again.
 - Ken had contacted Edward Grabham and he would be doing the PAT testing.
 - Ken would also speak to him about the cost of putting a new hand drier in the ladies’ cloakroom and putting it in a new position.
 - Blinds not working on one of the windows, but these were being replaced.
 - Go-pack tables had been suggested as these were lighter. Kharon found them online at a cost of £105 each. A table would be borrowed from the Church for the next meeting so we could make a decision. The newer tilt and turn wooden oblong tables, if bought ‘new’ would cost £600.

10. Gambling Licence Renewal – not being renewed

11. Reports

- Chairman's report covered in the above.
- Treasurer's report – In Ian's absence Glyn reported that we had £16,170 in the current account, £35,000 in the Building Society and £23 in cash. Making a total of £51,193. Ken added that 50% of the doors had been paid for with a further nearly £5000 due. It had been intended that this amount be drawn from the Building Society, but due to conflicting dates being given by the Building Society it was believed the deadline for doing this had passed. However, Ken had been told that if it was possible, £5000 would be put in an Instant Access account.
- Booking Secretary's report – The deposit for the wedding on 16th December had been paid Glyn suggested that the marquee be dismantled as soon after this as possible and asked if Ken could arrange this. Albert Goodman had booked for the next six months. All hall users had been informed of the new rates. The Christmas tree would be put up before the Christmas whist drive, but no other decorations would be done because of the wedding.
- The "Management Team" under "Reports" should in fact read "Management Plan" and in future will be a separate item on the Agenda. The Management Plan is attached. Glyn and Ken went through all points required for November and December. *The air vents were cleaned the day after the meeting by Glyn and Ken.* Glyn suggested in the new year, we each took a policy to read and check.
- Film Group – nothing to report
- WI – Ann requested that the WI's flip chart be stored at the hall. This was not a problem but it was suggested it was labelled.
- Parish Council – Nothing to report
- Art Group – No Art Group for three weeks in December.
- St. Peter's Church – The Church were holding a Flower Festival next year, but not sure at the moment when this would be. Could the provisional date made for June be kept for the time being.

12. Health and Safety.

- Ann H asked whether others found the car park dark, particularly when reversing. Ken said that it was a stipulation of the Council that we had low level lighting. If we now put in more lights, we could have complaints from neighbours.

13. Hallmark

- 1; 2 and 3 were up for renewal next year. Jan and Jill would have a meeting with Alan (Dawe) in January so he can advise them on what is needed.

14. Capital Spend

- As previously reported, half the doors had been paid for and just under £5000 was due for the next two.

15. Decorating the hall

- Not required this year. It was suggested that a strip be put under the dado rail in the meeting room, similar to the one in the main hall and also that a dado rail was put up in the entrance lobby.

16. 2019 Celebration events.

- Final dates would be decided at the January meeting so we could put something in the Horton Gazette- Spring issue. Provisionally we have the following dates
5th and 6th January - Setting up and Breakfast
February – Poems and Puds
April date to be confirmed, out of school holidays, for an Easter Parade and Tea Party for the children - date for school holidays Monday 8th to Monday 22nd April
22nd June – Party in the Park
10th August – Hog Roast following Flower Show
16th November – Entertainment evening –
7th December – Turkey and Tinsel

17. Forthcoming events

- Micki organising Bingo on 14th December, 2017

18. Any other business

- Bill was interested to know the history of the old Victory Hall and it was suggested he contact Muriel Lewis or Jan Humphries

19. Dates of next meetings

Wed 17 January 2018

Wed 21 March 2018

Wed 16 May 2018

Wed 18 July 2018

Wed 19 September 2018

Wed 31 October 2018 (agree accounts)

Wed 7 November 2018 (AGM)

Wed 28 November 2018

Meeting closed at 8.46pm