

HORTON VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 17th JANUARY, 2018

1. Present: Jan Allen, Jill Mazillius, Anne Hockaday, Joyce Pickering, Bill Stevens, Mervyn Hector, Mike Baker, Ken White, and Nicola Dawe.

2. Apologies: Glyn Ottery, Ann Winter, Stuart Davey, Kharon Young, Ian Kelland.

3. Minutes approved by committee and signed by Ken.

4. Matters arising

- Ken had contacted Edward Grabham regarding PAT testing, but he had not come back to him. Glyn had suggested we tried another electrician who he knew.

5. Correspondence would be covered with the items it relates to.

6. Reports

- Chairman's report attached

Christmas decorations were not put up in main hall because of the wedding. Tree was decorated and placed in the lobby and was removed on 3rd January.

The marquee was inspected before December wedding and found to have suffered damage.

Temporary repairs were carried out but the future of the marquee would be discussed later in the meeting.

Total Aluminium would fit extra door drips to rectify water getting in.

The under kitchen sink water heater has had new pressure valves fitted.

Fire extinguishers had been tested and one replaced.

Ken treated the dishwasherer with de-scaler and had contacted BC services to have it serviced but thinks the Brita filter needs changing or re-energising.

SES Alarms say the annual service is due. This would cost £192 including VAT for the servicing of all alarms. They also need a list of key holders to obtain access to the hall. All agreed for Ken to arrange this.

- Treasurer's report. Ian unable to attend the meeting.

Ken reported that there was £35,000 in the Building Society account and £13027.84 in the current account.

- Booking Secretary's report attached

The December wedding reception went very well, but the marquee had received significant damage, but Mike did sufficient repairs to enable the use of the marquee. In retrospect it had not been a good idea to keep marquee up until December. Glyn suggested a policy of no marquee after September. We have no future marquee bookings post September.

Glyn suggested the marquee be repaired and stressed we have bookings for the marquee up to 7th September, 2019.

The Tuesday Gymboree class will cease after 6th February due to the ill health of the organiser who is retiring.

Significant bookings from Keep Fit Associations.

First wedding reception for 2018 is weekend of 26th May. 5 wedding receptions this year, down on previous years. 3 already booked for 2019.

All regular users informed of new rates and have been send confirmation of their bookings.

Not yet received confirmation regarding Village fete on 30th June (*Jan confirmed hall was not required*)

The Blood Transfusion has 3 dates booked for 2018.

Blinds required for new doors. *Ken had spoken to Carol Crane and she will contact the Rep again.*

Nicola and Alan will look after diary while Glyn away.

- Film Club – No report

- User group

WI – Anne confirmed they WI wished to keep their flip chart here and would make sure it was labelled.

Art Group – Jill said that on the occasions they required extra tables, the round ones were very difficult to put up. Mike suggested we purchase 3 or 4 go pak tables, but storage would be the problem. Nicola suggested that some of the men on the committee or friends of the committee would be prepared help. However Jill concluded that they would soldier on!!

7. Management Plan

- Hallmark – Jill reported that she, Jan, Nicola and Alan had had a meeting to discuss the Hallmark and a further meeting would take place at the hall at 10.00am on Friday, 26th January with Ken, Glyn and Ian present as well.

8. Health and Safety – nothing to report.

9. Capital spend

- Looking into replacing or repairing marquee.

10. Marquee

- Mike reported that four pairs of the curtains had been damaged and one end. He also said that he thought the roof was only last this year and that storage could be a problem in the future. He wondered what the committee thought of a more permanent structure with a wooden roof and uprights where the marquee curtains could be hung and removed when required. He would speak to Chris Baranowski to see if planning permission is needed. Mike envisaged the link from the hall to the new structure to be a permanent fixture.
- Ken reported the price of a pair of curtains had been £150 per pair but this had probably increased. The expenditure could be in the region of £1000 plus. He would speak to Boldscan and arrange for them to clean and replace the panels as necessary – he would request that this be done before mid April. He would also ask about the longevity of the fire retardant materials.
- If it was decided to keep to the present marquee, there was the problem of storage and the team putting it up were getting older!! However, the bookings already taken may not like the idea of a more permanent structure. We could arrange for Boldscan to erect marquee as required.
- It was concluded that new curtains would be needed on either structure – marquee or permanent barn/gazebo type structure.

11. Forthcoming events – nothing to report

12. 2019 events –

- 6th January – Breakfast
- 2nd February – Poems and Puds
- 27th or 28th April – Easter Parade and Tea Party
- 22nd June – Party in the Park
- 10th August – Hog Roast following the Flower Show

- 16th November – Entertainment evening (Elvis booked)
- 7th December – Turkey and Tinsel.
- Nicola suggested that the events be self funding and Mervyn suggested that then the funds at the end of the year could be given to chosen charities, which may encourage helpers.
- Nicola would put an article in the Spring issue of the Gazette asking for help, but if help was not forthcoming some of the events may have to be cancelled. Mervyn and Rosemarie and Alan and Nicola would organise the Poems and Puds with Ken and Shirley and Mike and Helen's help. The same group, with Jan and Roger and hopefully those who helped before would organise the Entertainment Evening in November (BATS had offered to help if needed). Outside caterers would be needed for the Turkey and Tinsel evening and Nicola would be willing to sell the tickets for this and do the posters. She did feel that it was very important that names be put against events and she would speak to Kharon and Jackie regarding the Party in the Park and someone would be needed to take charge of the other events if they are to happen – it may well be that someone outside of the committee would take an event on after the article appears in the Gazette.

13. Any other business

- Village Breakfast - Seven of the regulars (after nearly 20 years' service!) wished to step down from helping with the Village Breakfast, with seven regulars happy to continue. Fifteen helpers is an ideal number. Lorraine and Derrick (next door to Jan) had volunteered to help.
Ken pointed out that for some of the team it involved more than just the Sunday. Roger Doughty offered to put another plea in the Spring Gazette and we would take him up on his offer.

14. Date of next meeting Wednesday 21st March. (although Wednesdays are difficult for Ian and we may wish to think of an alternative which is convenient for everyone)

15. Meeting closed at 8.41pm.