

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

1. Present: Ken White, Jan Allen, Jill Mazillius, Joyce Pickering, Mervyn Hector, Bill Stevens, Kharon Young, Stuart Davey, Ann Winter, Glyn Ottery, Jackie Moulding, Micki Darbourne and Nicola Dawe.

2. Apologies: Ian Kelland, Mike Baker and Anne Hockaday

3. Minutes approved by committee and signed by Ken.

4. Matters arising

- Internet banking – under Treasurer’s report
- Up to date Community Council certificate was now on display.
- Heaters to be dealt with later.
- Oven had been cleaned.
- Still trying to get younger people to help with marquee.

5. Correspondence

- Nicola had received an email from Anne Welch who is now Secretary of the WI enquiring about the protective covers for the card tables which would be needed for the Flower Show Teas. As the covers couldn’t be found, Nicola has cut up a plastic dust sheet and these are in a box in the store area.

6. Reports

Chairman’s report – No report as items will be covered later.

Booking Secretary’s report

1. There is little to report this meeting.
2. Bookings remain strong, with many more bookings in the meeting room in the past 6 months.
3. Wessex Community land Trust now book our meeting room exclusively for their meetings, and have bookings up to November this year.
4. Income has been particularly strong thus far this year, reflecting the price increases we made in January. When we review charges in September, I would suggest one small amendment to balance our pricing structure a little better.
5. In recent months, we have collected £1349 in April, £1416 in May and £2307 in June.
6. After discussion with the chairman, I have accepted a wedding booking for weekend of 6 October 2018. We will take down the marquee after this booking. We currently have a total of 6 weddings this year.
7. I am most grateful for Ken & Shirley, Alan & Nicola and David Ireland for helping with opening and closing the hall. I am aware that Jill has also offered to help. One or two more to add to the list would be most appreciated.

Treasurer’s report

- In Ian’s absence Ken had collected a statement from the Bank which shows £13959.17 in the current account. We cannot seem to get ‘View Only’ internet banking but Ken would look into setting up Internet Banking for Glyn, Ken and Ian. Jackie believes there could be a charge.

Cleaner’s report – Kharon had nothing to report

VAG’s report

- St. Peter’s church – Flower Festival raised over £1400. Thanks to all involved.
- Art Group – One of the lights in the hall was flickering. The Wessex Community Land Trust has their meeting before Art Club and it sometimes causes a problem with the tables not being available for the start of Art Club. Suggested we try to purchase more

of the wooden collapsible tables and Ken would see if any were coming up for sale at the Dunkerswell auction.

- WI – nothing to report
- Gardening club – nothing to report
- Parish Council – Grit bins were going to be obtained for the village and Ann asked who arranged the bin at the hall. It was thought that this was Alan and Nicola would ask if he could recall whether it was for the hall or the village. Ann also said that the broken seat opposite the church was being removed.
- Film Club – Approximately 66 members had now paid for the new season with four more due to pay. Visitor levels high. Fifty five members were needed to break even and the initial £6500 costs had now been put back into the hall. The films up to December had been chosen.

7. Hallmark

- The Hallmark meeting had taken place and several points had been raised ie The AGM must be run according to the Trust Deed with the Accounts and Trustees' Annual report being agreed at a meeting before the AGM and presented at the AGM. The Annual report should provide information regarding who we bank with, our Insurers and that we are achieving our objectives as stated in the Trust Deed. The Officers will be appointed at a meeting immediately following the AGM. It was agreed by the committee that these points will be implemented.
- GDPR permissions, policies and practices to be discussed. The GDPR form was passed around for the committee to sign and permission and signatures would be obtained from those members not at the meeting. A notice would be displayed in the hall regarding the GDPR and a notice had been placed on the hall website as follows:

The Horton Village Hall Booking Secretary may hold personal data computer records for those who need to hire the village hall purely for contact, invoicing and payment purposes. This data is stored electronically and password protected and we place the utmost importance on individuals right to privacy so we will not respond to any 3rd party request for information other than directly to authorised persons relating to individual hiring of the hall.

Authorised hirers of the hall may request details of any personal information held and add, delete or change that information by contacting the Village Hall Booking Secretary.

- The Ground Plan on displayed to be enlarged – Ken had done this.
- The Insurance certificate to be emailed to the Hallmark inspectors – Ken had done this.
- Jill and Nicola to meet with the Hallmark inspectors again on Friday, 27th July to discuss points raised at previous inspection.

8. Management Plan – in hand

9. Health and Safety – nothing to report

10. Capital spend

- Look into buying more tables at Dunkerswell auction.
- Air source heat pumps. Quotation had been received from Greenstock regarding repairs or replacement of the air source heat pumps and although it was suggested we get a second quote, it was thought it would be better to continue with Greenstock as they had done the work initially. All the committee had previously seen the quote and

Glyn proposed we replaced the pumps rather than repairing, this was seconded by Micki and carried unanimously. Total cost £4098.15. Ken would contact Greenstock.

- Servicing of the Biorocs plant had been carried out and all was very satisfactory. 1 or 2 of the covers on the inspection chambers may need replacing along with the surrounding cement and Ken would speak to Mike concerning this. The outlet into the brook is fine. Ken suggested we set up an annual service contract at £150 plus VAT and also have an analysis of the water being released into the brook, this would cost £60 plus VAT. Glyn proposed we go ahead with this suggestion, which was seconded by Jill and carried unanimously.
- The hedge had been trimmed inside as far as possible. Glyn had not been happy with the recent grasscut and it had been re-done. The hedge needed cutting on the road eastward and it was suggested that Rob Hutchings or Dave Newman be asked.

11. Events for 2019.

- Caroline Bradbury had offered to help but no one else. It was therefore decided to give up the January and April dates and ask if the Playing Field group would like these dates.
- 2nd February Poems and Puds, Mervyn, Rosemarie, Nicola and Alan to organise with Ken and Shirley's help.
- 22nd June – Party in the Park – Kharon and Jackie to organise with help.
- 10th August – Hog Roast following Flower Show – to be discussed.
- 16th November – Stars in their eyes with Elvis. Nicola and Mervyn would call a meeting before the end of this year, as Barry Paul would like to know what is involved. Those who were involved previously have been contacted and will be asked to attend the meeting.
- 7th December – Turkey and Tinsel. Glyn and Ann will look into caterers.
- It was suggested that one event fund the next and any profit at the end be given to a chosen charity. On paper, funds therefore recorded separately.

12. Forthcoming events.

- Flower Show – 11th August

13. Any other business

- Meeting at the Guildhall on 18th July to discuss closure of swimming pool.
- Glyn asked if we would sponsor a hole at Golf Club event for £20 – all agreed.
- The garden outside the hall door needed attention and Kharon would do this later in the year.
- Ann asked if more benches could be purchased for outside the main doors. Nicola would make enquiries.
- 2019 meeting dates to be put on next agenda.

14. Date of next meeting 19th September, 2018.

Meeting closed at 20.53pm

Since the meeting Nicola had contacted Otter Nursery and the eco benches were out of stock and could not be obtained this year. However they are available from www.gardenfurniturecentre.co.uk The existing ones cost £189 each in 2012 and are 1.3 mts long.

Alan recalls that the grit bin was installed by the County Council and ordered specifically for the hall. If it is to be moved, he thinks the Council should be informed.

