

HORTON VILLAGE HALL MANAGEMENT COMMITTEE  
MINUTES OF THE MEETING HELD ON 19<sup>th</sup> SEPTEMBER, 2018

1. Present: Ken White, Ian Kelland, Jill Mazillius, Joyce Pickering, Anne Hockaday, Bill Stevens, Kharon Young, Stuart Davey, Ann Winter, Glyn Ottery, Jackie Moulding, Micki Darbourne and Nicola Dawe.

2. Apologies: Mervyn Hector, Jan Allen and Mike Baker.

3. Minutes of the July meeting had been previously approved and signed and minutes of the extraordinary meeting held in August were signed and approved.

4. Matters arising from July's meeting.

- Bulb had been replaced.
- Air source heat pumps had been changed. Now needed instructions on how to use the heating and Ken would contact Gary Greenstock about this and also removal of old units.
- The bank was unable to help with Internet Banking and it was decided not to pursue this further but to ask to have weekly statements.
- The problem with the cooker was not the thermostat as previously thought but a contact at the back of the cooker which needed replacing. Unfortunately the cooker overheated for the caterers at the recent wedding and Glyn had offered compensation for the ruined food, but his offer was not taken up and the hirers were very understanding.
- The WI had made use of the plastic table covers at the Flower Show teas.

5. Correspondence

- Hallmark report which had been passed around

6. Reports

Chairman's report – Items already covered above

Booking Secretary's report

- Despite the loss of 2 significant bookers (Hodges & Gymboree) income has remained steady, largely due to the rate increases implemented in January this year.
- Generally bookings remain strong with Wessex Land Trust booking 6 x sessions in advance, and childrens' parties remaining popular.
- The Blood Transfusion Service has 5 dates booked this year, and discussions are already well under way for a similar commitment next year.
- There are only 2 x Saturdays currently unbooked before the end of the year.
- A reminder that the Community Council for Somerset has asked us to host their annual event on Thursday 25 October 2018. Pilates have agreed to move their session that week to accommodate this event.
- We have become very popular with the dog community – with Ilminster Beagles and Taunton Foxhounds booking us next year!
- We currently have 5 x weddings booked for 2019, the first not until 15 June 2019.
- The small sub group planning a Christmas meal for 2019 as part of our 10<sup>th</sup> anniversary celebrations has met, and a caterer has been booked, and a menu and price agreed. Further, this small group has decided to run a similar event this year. A date for your diaries – Saturday 1 December 2018. A 4 course Christmas menu for £22.00 per person, bring your own drinks.

Treasurer's report

- £8870 in the Bank account after paying the Greenstock invoice.

#### Film Club

- Nothing to report – Film Club starts again this Thursday after summer break.

#### Cleaner's report

- Kharon requested that if possible, early Friday morning could be kept free for her to clean particularly if there is a wedding over the weekend. If that is not possible, if advised, she would try to re-schedule for Thursday afternoon.

#### VAG's report

- Horton Parish Council – Ann reported that the Playing Field Group were very active at the moment with tidying up the field and putting on Breakfast. To date they had not taken up the January and April 2019 dates that the Hall committee had provisionally booked. The Parish Council were writing to the tenant of the field next to the Hall to ask him to cut the hedge as people were having to step off the pavement into the road as it was so overgrown.
- Nicola suggested that she write to the Playing Field Group to ask if they would like a representative on the committee – this was agreed.
- No other reports

#### 7. Hallmark

- Hallmark 1,2 and 3 certificates would be handed out at the Community Council AGM on 25<sup>th</sup> October at the Hall. It was hoped some of the committee would attend.

#### 8. Management Plan

- Independent examination of the Hall accounts
- Last Marquee use 7<sup>th</sup> October and a group would be needed to dismantle it. Ken would contact Mike to organise this and try to get a few more younger people to assist.
- The hiring policy and pricing needs looking at. The whole hall for morning, afternoon and evening sessions would be increased from £55 to £60 and the extension from £15 to £30. The main hall and kitchen extension would increase from £15 to £20. This would apply to any new bookings. All agreed to the changes.

#### 9. Health and Safety – nothing to report

#### 10. Capital spend

- Ken would obtain quotes for decorating the lobby and 'touching up' where necessary inside the hall. Les Mills who had previously done the work would like to give a quote. This would be booked in for the first week in January when bookings are quieter.
- The hall computer needs either repairing or replacing and Roger Doughty would look into this. Although not very often used, it is necessary as sometimes hirers' computer are not compatible with our system.

#### 11. Events for 2019.

- 2nd February - Poems and Puds, Mervyn, Rosemarie, Nicola and Alan to organise with Ken and Shirley's help.
- 22<sup>nd</sup> June – Party in the Park – Kharon and Jackie to organise with help. Will be the same format as previously with music and fireworks and people bringing their own picnics. It was suggested the Hog Roast or similar be at this event rather than after the Flower Show. The event would be covered on the hall insurance and a risk assessment would be carried out. Skarryn from the Playing Field Committee had asked the format of this event as they were going to hold a 'party type' event in August. Nicola would contact her outlining Jackie and Kharon's proposal.

- 10<sup>th</sup> August – Annual Flower Show. Thought would be given to how we could celebrate the actual anniversary – ribbon, cake etc.
- 16<sup>th</sup> November – Stars in their eyes with Elvis. Mervyn and Nicola 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.
- 7<sup>th</sup> December – Turkey and Tinsel. A group had got together to discuss this consisting of Ann and Glyn, Ken and Shirley, Mervyn and Rosemarie and Alan and Nicola. Having a trial run this year on 1<sup>st</sup> December!
- 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. However, Party in the Park event would require funds from the hall account to order to pay deposits etc. before ticket money being collected. Ian asked that event organisers keep their own balance sheets.

#### 12. Forthcoming events.

- AGM 7<sup>th</sup> November, 2018

#### 13. Any other business

- Jill asked about the deep clean of the kitchen and Kharon said this would be done over a period of time.
- Ann W thought the purchase of benches would a lovely way to commemorate our 10 year anniversary. (Nicola's note on end of July minutes re availability)
- Glyn would email 2019 dates to Nicola after checking diary.

#### 14. Dates of next meetings

- Meeting to approve account 31<sup>st</sup> October
- AGM followed by meeting to elect officers 7<sup>th</sup> November, 2018
- First full committee meeting 28<sup>th</sup> November, 2018

Meeting closed at 8.46pm