

HOLTON VILLAGE HALL MANAGEMENT COMMITTEE

THURSDAY 18TH MAY 2023

MINUTES

Chair: JP Farrow

Attendees: Sonja Barter, Dave Holmes, Sue Holmes, Stella Oakes, Clare Wright, Dominique Smith

Apologies: Mel Ault

1. Approval of Minutes 3rd April 2023

Proposed by Dave Holmes

Seconded by Sonja Barter

Fully approved

2. Matters arising (not covered elsewhere)

a) The appointment of roles for the newly elected Trustees

Chair – JP Farrow

Proposed by Sonja barter

Seconded by Dave Holmes

Unanimously voted in

Treasurer- Sonja Barter

Proposed by Dave Holmes

Seconded by Clare Wright

Unanimously voted in

Deputy Treasurer – Sue Holmes

Proposed by Stella Oakes

Seconded by Sonja Barter

Unanimously voted in

PR Secretary – Mel Ault

Proposed by Dave Holmes

Seconded by Sue Holmes

Unanimously voted in

Minutes Secretary – Stella Oakes

Proposed by JP Farrow

Seconded by Sonja Barter

Unanimously voted in

b) Co-opting of new committee member – Dominique Smith

Proposed by Dave Holmes

Seconded by Sue Holmes

Dominique was unanimously voted in as a new committee member. Welcome Dominique.

- c) Brian Dobson has served the committee for 41 years. It was agreed to present him with a token to show appreciation which **SB** will purchase. **DH** will discuss with Brian a suitable time for him to receive this. A letter will be sent.
- d) Roles and Responsibilities – **MA** has already produced a colour coded sheet. **DH** will check with **MA** that it is totally up to date.
- e) Document storage and Data Protection

It was agreed that **DH** would dispose of documentation no longer needed.

Confidential files will remain locked in the cleaning store cupboard.

3. Accounts update

This had already been completely covered in the AGM – recorded in the AGM Minutes.

4. Events

Afternoon Teas – **DH, SH and DS** reported that these continue to be successful with an average attendance of 25.

Coronation Event – **SH** reported that she and **DH** had delivered what they said they would. Preparation and delivery was supported by **DS**. The turn out was not as good as hoped but the weather possibly prevented some turning out who had thought to come.

SO praised the preparation and impact of the Hall resplendent with decorations and an archive display. The bacon /sausage baps in the morning by **DH, SH, DS** (plus Wendy Cummings) and scones by **CW** in the afternoon were appreciated. **SB** supported in the afternoon. **SO** thought that all those who had attended really enjoyed themselves, particularly those living alone.

5. Bookings Update

DH and **SH** reported that these fluctuated although fairly good recently. No weddings currently booked.

DH and **JPF** had reminded some regular users about basic expectations.

6. Property Matters

- Drainage – the hole outside was now covered in by Richard Davies.
- Defibrillator update – it was agreed that this is a necessity for the Hall. Some fund raising events could help the installation process – to be discussed at the next meeting.
- Electronic key box – **DH** has purchased this and it was agreed to fit it at a later date.
- Heating – ongoing investigations into quotes and grants.
- Hall floor – work will take place June 8th and 9th.
- Car park lines – newly painted. There are 32 spaces including disabled. Posts to be placed at disabled spaces.
- Play equipment in Orchard – due for instalment. Concerns raised about locking of car park. Notices needed about the supervision of children and that dogs are not allowed.

7. Rota for bins/Hall check

JPF reinforced that it is imperative for each committee member to fully commit to their turn. In the event that a member cannot fulfil the requirement, kindly swap with another committee person.

June – Sonja Barter

July – JP Farrow

August – Dave and Sue Holmes

September – Andy Murray

October – Stella Oakes

November - Helen Webb

December – Dominique Smith

2024

January – Clare Wright

February – Mel Ault

March – Sonja Barter

April – JP Farrow

May – Dave and Sue Holmes

8. AOB

- Deb Bale has invited advertising on the Wheatley Website. **CW** will investigate.
- July 7th 2023 will be the next Film Night.
- **DH** reminded all about PAT testing
- It was decided that the rate for cleaning the Hall would be £15 per hour.

9. Date of next meeting :

Monday 5th June 2023 at 7.30pm

Chair : Mel Ault

Agenda : Stella Oakes