

HOLTON VILLAGE HALL MANAGEMENT COMMITTEE

MONDAY FEBRUARY 6TH 2023 AT 7.30PM

MINUTES

CHAIR: JP Farrow

ATTENDEES: Mel Ault, Brian Dobson, Dave Holmes, Sue Holmes, Andy Murray, Stella Oakes, Helen Webb, Clare Wright

APOLOGIES: Sonja Barter

1. APPROVAL OF MINUTES from 5th December 2022

Proposed by SH, seconded by SO, voted by all and signed by JP

2. MATTERS ARISING (not covered elsewhere)

- Date of AGM confirmed as May 18th 2023, 7.30pm in the main Hall
Apologies given by HW
Notification of AGM to be published two months in advance on notice board (DH and SH), Next Door (SH), Website (DH), Magazine (MA)
To include a deadline for nominations by Thursday April 27th 2023.
The Report will be done collectively by the whole committee.
- It was decided that all events need two months notice in the village magazine to avoid early events not reaching everyone with a late delivery.

3. FINANCIAL MATTERS

- Details of the Accounts, Cash Reconciliation, Financial Controls, Reserves Policy and Victoria Reading Room Accounts were circulated before the meeting so that each member was up to speed.
- Currently the basic operating expenses exceed the rental income.
The deficit is just over £1k.
Oil consumption has been high during the cold weather.
It was agreed to put up rental rates £1 per hour.
Bar drinks are put up 50p.
Wedding packages to go up to £500.
An electronic key safe to be purchased (cost approx. £150) for regular users to monitor entry and exit times.
Review all these decisions in 6 months.

Estimates for predicted future work would help the Reserves – boiler, roof, floor, plumbing. MA would investigate the floor and BD the plumbing.

The Accounts were adopted, dated and signed.

Cash Reconciliation was dated and signed.

Financial Controls were dated and signed.

The Victoria Reading Room Accounts were adopted, dated and signed.

The Reserves Policy was adopted, dated and signed.

It was agreed to use a local auditor, Mary Smith.

A sub meeting was agreed between the Treasurer and SO regarding the Financial Controls.

4. EVENTS

Reports

- Fortnightly Morning Coffee/Afternoon Teas continue to be successful with an average regular attendance of about 20. Donations ensure that it pays for itself.
- Bar opening – 6 people on 3rd January generated more income than when 30 people came for a talk 3rd February.
Jan Marlowe's presentation on the archives was very successful.
DH would like a rota for the bar – to be revisited.
Something offered as well as the bar opening generates a bigger attendance.
- The Living Advent Calendar in December was another huge success, in spite of some very cold nights. Carol Singing on 9th was very enjoyable largely due to the musicians. Both events have been requested to be repeated.
- Survey of Village Events, CW – carry Forward.
- There was a small attendance at the bar and at church on Christmas Eve although both were enjoyable.
- Film Night 3rd January 'Death on the Nile' was another success. Paying for a new licence is not a problem.

Future Events

- Friday 3rd March Helen Webb will give a presentation on Wildlife Photography. DH will open the bar in the committee room. To be advertised in magazine, Next Door, Boards.

- Possible Coronation Event
Late delivery of the magazine meant not everyone had seen the request to give ideas.
SH will ask again via Next Door with a request to reply by end of February so that plans can be confirmed at the March committee meeting.

5. BOOKINGS UPDATE

- Some regular users arrive too early and stay on too late. This can be monitored better with a new electronic key safe.
Rules can be reaffirmed with new contracts issued with pay increases.
- JP will investigate if ACER has a policy on Teenage Parties for clarity when requests are made.

6. PROPERTY MATTERS

- Drainage – BD confirmed that some work has been completed and the rest is ongoing.
- Hall Spruce Up – parts of the Hall have been re-painted and there is a new cooker hood.
- Defibrillator update – to be revisited with SB. AM to take to Parish Council. The committee liked the information sent from Waterperry, particularly as it included training.
- The Front door lock and the Gate lock have been replaced – managed by BD.
- Heating – re-visit next meeting.
- Hall Floor – MA had a quote of £1,025 with the job taking two days. He will ask for specific dates when it can be done in May or June.
- If a Legionnaires Policy is requested (as it was by the Elections Booking in 2022), it is available.
- The Hearing Loop is working well. It is intrinsically wired to the new sound system and cannot work with old equipment. There is no sign for it as yet.

7. Rota for bins/hall check

- Feb Stella Oakes
- Mar Helen Webb

- April Clare Wright
- May Sonja Barter
- June Brian Dobson
- July JP Farrow

8. AOB

Some missed the pruning of the apple trees in The Orchard Saturday February 4th as the magazine was delivered late but the event was enjoyable and well managed by Kieron Smith from Warwick Farm who was happy to train people in the correct method. He is willing to return.

9. Date of next meeting :

Monday 6th March 2023

MA agreed to Chair as JPF is on holiday.

A Chair is required for June also.