

HOLTON VILLAGE HALL MANAGEMENT COMMITTEE
Monday July 1st 2024 AT 7.30PM

MINUTES

Chair: Mel Ault (MA)

Attendees: Sonja Barter (SB), Dave Holmes (DH), Dominique Smith (DS), Clare Wright (CW) Sue Holmes, (SH), Mel Ault (MA) Jane-Patricia Farrow (JPF),

Apologies: Clive Ganczarski (CG),

Absent; Andy Murray (AM),

1. Approval of Minutes 3rd June 2024

Proposed by **DH**, seconded by **SB**, signed by **MA**

2. Matters arising (not covered elsewhere)

None

3. Financial Matters – SB provided the summary of Cash balances and a review of the finances this month.

MA checked the figures given by **SB** against the Bank statement & signed.

4. Events

Film night – The Great Escaper- good turn out for an enjoyable evening.

Entrance fee & refreshments raised £143 and the Bar took £47.

Well worth doing as cost (of the licence) is covered.

Next Film Night Fri 20th September

Afternoon Teas – DH, DS, SH

A special DDay commemoration Coffee morning was held on Thurs 6th June. Homemade scones being made by one of our regulars and some Archive material of Holton and the Military Hospital at that time was displayed by Jan Marlowe.

An enjoyable morning.

Future Events

Summer Barbeque - Friday 2nd August, 6pm

Mike Oxlade to provide live music.

The WI will provide strawberries and cream and ice creams – proceeds from this to go to the WI.

Weather permitting, the Bar and food will be in the Orchard with some gazebos put up. One for Mike Oxlade, one for the bar and one for the WI. SB to organise some Rebellion beer along with wine , cider & soft drinks for children. and buy the food.

2 Gazebos from the V Hall and one from **DS**

Poster to be designed & distributed by **CW** , ASAP, as only one month to go.

Flyers to be done and delivered the weekend before the event as a reminder -by **SH, DH, & DS**

Vegan food to be cooked separately in the kitchen.

Volunteers needed to help out- both at the event and beforehand to put up the gazebo's. So far **SH, DH, SB, DS & MA** have volunteered.

A letter to be sent out to the 'friends' to see if anybody can help – **SH**

DS has volunteered to provide childrens games such as Swingball, Badminton, Croquet.

Fairy lights to be put up

Stella to be asked if she will take the money (**SH**)

MA & AM to do the BBQ

Need to check with Andy & Clive if they are available (**SH**)

DH/MA to test the WiFi with the SumUp card payment machine & its ability to function outside near the Orchard

Possibility of a 'voucher system ' to make payments for food & drink easier.

The WI are providing Strawberries & Ice creams.

Apple Pressing Saturday 5th October – Apple Pressing in conjunction with Road Safety Week (28th Sept- 5th Oct)

Scarecrow competition .

There will not be any Archive display this time.

This event needs to be in the September & October Holton News magazine (submitted by 20th Aug).

Race Night Fri 8th -**CW** to advise on further details

Film Nights 20th September-Phantom of the Open
29th November – Top Gun Maverick

Celidh – will now be next year

50th Birthday of VH- 25th Oct 2025

At the opening of the Village Hall there was a Harvest Supper

70's night was suggested as a possibility

Or a Harvest supper followed by a Celidh – seem to be a more popular option.

5. Bookings Update – DH,SH

DH informed the meeting that takings for last month were down a bit on the previous month £900 approx. Bookings remain steady.

6. Property Matters

Fire Extinguisher service- done – overseen by **MA**. Certificate is on the noticeboard in Hall entrance Hall

Burglar Alarm service done- **SB**

Emergency lighting test- to be done **DH/ SH**

Outstanding jobs from the 'Tidy Up' day.

Sorting out the lofts & removing unwanted items – some boxes of paperwork have been retrieved and sorted out by **SB**

Other items still to be looked at and disposed of as appropriate. Many books to sort through – Thurs 11th July **SH/ DS/ DH/ SB**

Risk assessments – **SB** has completed the form for the Fire Risk assessment which was needed for our Insurance earlier in the year.

The Fire Assessment is due 3 yearly and the General Risk Assessment yearly. **SH/DH** to check all items on the form against the necessary items at the Hall.

Review of Reserve Policy – done

Gutter cleaning – done at the Spring Tidy Up

SODC garden waste renewal – done

Thames Water Flip device- TW do this but **SB** checks that they have done it

Hall Floor – DH to ask Paul McKenzie if he can do some repair work to keep the floor going for a bit longer.

Ladies Toilet- needs some minor repairs – DH to ask Paul Mckenzie

7. Rota for Bins/Hall Check/Defibrillator Check

DH- July

SH- Aug

AM- September

DS -Oct

CW- Nov

MA - Dec

SB- January

JPF-Feb

CG- March

Grundon bin is emptied every 4 weeks – next one is 8th July

The other bins are the same as the bins at home – Recycling & Garden waste one week and the Black bin (General rubbish) alternate weeks.

8. AOB -

The Deep fat fryer is to be disposed of- SH to try EBay

SB informed that the next **Capital Grant Scheme** opens on July 8th (for approx. 3 months). This could potentially provide funds of between 5k and 75k for Community projects such as Village Halls.

Grants awarded will only cover up to 50% of the total cost of the project

To be investigated / applied for, for our Heating / Floor & pipework issues.

MA suggested that we get the pipework (for heating) and the floor sorted first & then do the Boiler at a later date to help spread the cost.

Victoria Reading Room Memorial Fund.

SB has been in the process of closing the VRR account in order to simplify the admin of the Village Hall funds.

The sole beneficiary of the VRR is the Holton Village Hall.

The funds will be transferred to Holton Village Hall.

A form - the "Victoria Reading Room Memorial Fund Declaration" was signed by the trustees named on the form.

These were; Sonja Barter, Suzanne Holmes, David Holmes, Jane Patricia Farrow & Stella Oakes

9. Date of next meeting – Monday 2nd Sept 2024 Holton Village Hall 7.30pm

Meeting closed at 9.15pm