

HOLTON VILLAGE HALL MANAGEMENT COMMITTEE
Monday 2nd September 2024 AT 7.30PM

MINUTES

Chair: Mel Ault (MA)

Attendees: Sonja Barter (SB), Dave Holmes (DH), Clare Wright (CW), Sue Holmes, (SH), Clive Ganczarski (CG), Andy Murray (AM),

Apologies:, Jane-Patricia Farrow (JPF), Dominique Smith (DS),

1. Approval of Minutes 1st July 2024

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

2. Matters arising (not covered elsewhere)

Decision made to combine this item of the Agenda with “Any other Business” from next month as the 2 items were considered to have the same purpose.

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

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

SB gave an update on the Victoria Reading Room Charity- this has now been closed and the funds transferred to the only beneficiary – “Holton Village Hall” charity. It will be kept in mind that these funds will be used for the purpose stated under the VRR charity terms that it is for the maintenance & upkeep of the Village Hall.

SB stated that the Victoria Reading Room Charity bank account is now closed, and the Charity Commission has been informed, with the relevant paperwork having been submitted.

The amount transferred was £3176.32 into the Holton Village Hall Deposit account.

Sum Up machine – The WiFi of the Hall will not reach beyond the outer doors of the Hall.

Therefore, the card payment machine - Sum Up -‘Application’ is now on the Village Hall mobile phone and enables its use outside of the Hall, either in the Car park or Orchard, for outside events.

4. Events

Afternoon Teas – DH, DS, SH

Continued through the summer with the usual variation in numbers but sufficient to keep it going.

Summer Barbeque - Friday 2nd Aug

An excellent evening with a good turnout helped by the good weather. A good profit was made of £241.56 for BBQ food and approx. £492 for the Bar.

AM & CG said that at times it was difficult to keep the momentum of the food supply as limited capacity with the charcoal BBQ and also keeping it up to a constant temperature.

AM & CG commented on the cooking grills needing cleaning before they could be used. We need to ensure that they are cleaned after using in future.

Suggestion of getting a Gas BBQ – if one could be found for a reasonable cost & if storage can be found.

Bar – more capacity needed for keeping drinks cold needed next time.

Future Events

Film Night 20th September-Phantom of the Open, Posters are up.

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

Scarecrow judging (from Road Safety week)

The WI are going to do a Tombola stall with profits going to the WI.

DS will provide the Apple pressing equipment

Tea & cake to be provided from the kitchen with tables & chairs set up inside the Hall.

Race Night Fri 8th -cancelled

Living Advent Calendar – to be arranged **CW**

50th Birthday of VH- 25th Oct 2025

At the opening of the Village Hall there was a Harvest Supper
A Harvest supper followed by a Celidh – seem to be a more popular option
-to be discussed further.

5. Bookings Update – DH,SH

DH - takings for last months bookings were down a bit on the previous month, <£1000. Bookings remain steady despite the quieter Summer period.

6. Property Matters

Roles & Responsibilities- several versions of this document seem to be in existence. To be reviewed & collated at next meeting.

Emergency lighting test- done **DH**

Outstanding jobs from the 'Tidy Up' day.

Sorting out the loft – **AM** provided pictures of items left in the loft.

SB has removed and sorted out all old files and paperwork.

Some books from many years ago remain to be sorted & disposed of.

Otherwise, it looks fairly clear apart from items that are used.

Risk Assessments

JPF to be asked about whether she is able to do the Risk Assessment again.

Hall Floor –Paul McKenzie has done some repair work.

Ladies Toilet- minor repairs done

Oil- the Oil tank was filled in June and the heating has not been on since, so is almost full.

SB to investigate any Grants available towards getting the Hall Floor replaced and also renewal of pipework for new heating system.

Also advice & quotes to be sourced for the heating system pipework & the options that would suit our situation.

7. Rota for Bins/Hall Check/Defibrillator Check

AM- September

DS -Oct

CW- Nov

MA – Dec

SB- January

JPF-Feb

CG- March

DH- April

SH - May

Grundon bin is emptied every 4 weeks – next one is Sept 30th.

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

Please arrange cover or swap if you are not going to be available for your turn.

8. AOB

CG – updated on the Defibrillator. It has not been used; regular checks are ongoing with reports being submitted to the Defib company.

9. Date of next meeting – Mon 7th October 2024 Holton Village Hall 7.30pm

Meeting closed at 9.10pm