

**Minutes of a meeting of Holwell Village Hall Management Committee
held on Thursday 13 February 2020 at 5.30pm
at Jane Goodfellow's home**

Present:

Libby Wilton, Chair
Jane Goodfellow
Philip Pigott
Rebecca Oxenford

<p>1. Apologies for Absence Sally-Anne Holt</p> <p>2. Declaration of Interests None.</p> <p>3. Minutes of 9 January 2020 Approved.</p> <p>4. Matters arising <i>Repair and maintenance schedule</i> LW has drafted terms using the NALC procedure for selecting workmen as a guide. SAH will be sending the specification for work to the brick plinth out for tender to local builders</p> <p><i>Expanding use of the hall</i> Ongoing. SAH is awaiting an official Post Office address for the hall is required and she has requested this so that we can apply for an ISP for an unserved building.</p> <p><i>Skittle alley</i> The question of hire charges was discussed and before making a decision, it was agreed investigation into competitor charges and cost of replacement of skittles/balls etc needed to be made. JG has volunteered to do this. LW is to draft a separate hire document for review.</p> <p><i>Facebook</i> It was agreed to leave this until the next meeting.</p> <p><i>Recreation land</i> LW advised that Perrett Fencing has revised their estimate which the committee agreed to accept. The work is booked for 1 March. Woodland Trust would be delivering the hedging packs between 1 and 13 March.</p> <p><i>Film nights</i> The January film night showing 'Yesterday' was the most successful to date although RO pointed out that providing supper for more than 30 people could present problems and help from the committee could be required. The question of raising prices for both the film and supper was discussed given that we now have a new and improved screen and projector. It was agreed RO would raise this with regular users before a final decision was taken. The question of which chairs to purchase has yet to be decided.</p> <p><i>Display board</i> Ongoing. It was agreed the double sided board would be fixed outside to advertise regular events and a larger board would be obtained to advertise special events.</p>	<p style="text-align: center;">SAH</p> <p style="text-align: center;">JG/LW</p> <p style="text-align: center;">RO</p>
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<p>CAF Bank</p>	
<p>LW confirmed that the new bank accounts specifically for contributions to the new hall fund had now been opened. She had investigated opening accounts with high street banks but it appeared the service they offered was similar and there was no real advantage to changing bank accounts.</p>	
<p>Inventory</p>	
<p>LW had received comments on the inventory from Pat Bath and passed these on to JG so that she could review and add further comments where relevant. An inventory of the kitchen still needs to be made.</p>	<p>JG All</p>
<p>5. Update CIO and land transactions</p>	
<p>Following the establishment of the new CIO, LW reported that the Charity Commission had agreed the transfer of the hall from the old trust to the new CIO and the order issued in this respect would now be formalised. The lease and purchase agreements have been amended to show the CIO as a party instead of the old trust and have been sent to Sherborne Castle Estates. The lease has been amended to deal with the question of noise restrictions on the recreation land. The surrender of the current car park lease will require agreement from former trustees and the solicitor is preparing the necessary documentation. The solicitor has issued an invoice in connection with the establishment of the CIO and it was agreed this was acceptable. LW has commenced the planning application for change of use from agricultural to recreational which PP has reviewed and revised. It was agreed LW should ask if the parish council would submit the application as the council would receive a 50% discount on the fees.</p>	<p>LW</p>
<p>6. Fundraising campaign – follow up</p>	
<p>The campaign’s formal launch on Saturday 25 January was reasonably successful and a number of attendees signed up for the 100 Club. LW has applied for the appropriate license and is awaiting a response.</p>	
<p>LW is to suggest several dates for a meeting with those people who expressed specific interest in helping with the campaign. The list of local businesses and potential donors prepared by SAH would be circulated so that a coordinated approach from committee members could be organised.</p>	<p>LW LW</p>
<p>7. Event dates for 2020</p>	
<p>Dates for the two Quiz Nights and the Harvest Supper were discussed and agreed and will be published on the website and Facebook. A summer event for May/June would be raised at the fundraising meeting.</p>	<p>LW</p>
<p>8. AOB</p>	
<p>Fire equipment check</p>	
<p>LW is to check whether an annual inspection of the equipment is a requisite of the insurance cover.</p>	<p>LW</p>
<p>9. Date of next meeting</p>	
<p>To be advised.</p>	
<p>There being no other business, the Chair closed the meeting.</p>	

Approved and signed by Libby Wilton, Chair on 20 March 2020