

**Minutes of a meeting of Holwell Village Hall Management Committee  
held on Monday 15 April 2019 at 5.00pm  
at Jane Goodfellow's home**

**Present:**

Libby Wilton, Chair  
Jane Goodfellow  
Sally-Anne Holt  
Rebecca Oxenford

<p><b>1. Apologies for Absence</b> Philip Pigott.</p>	
<p><b>2. Declaration of Interests</b> None.</p>	
<p><b>3. Minutes of 11 March 2019</b> Approved.</p>	
<p><b>4. Matters arising</b></p>	
<p><b><i>Publicity for events</i></b> SAH has editors' contact details for several neighbouring villages as well as Conduit and is finalising a spreadsheet for future use.</p>	SAH
<p><b><i>Website address</i></b> SAH has investigated the cost of a banner but needs wording for a final quote.</p>	LW
<p><b><i>Sherborne Castle Estates - update</i></b> LW reported that the surrender document in respect of the recreation land had been sent to the Mitchell family and should now be back with the Estate. She has informed the Estate of the possibility for the hall to obtain bareroot hedging from the Woodland Trust.</p>	
<p><b><i>Annual electrical inspection</i></b> SAH presented the report from MGS which was 'Satisfactory'. Various items were noted for improvement which will be discussed further.</p>	
<p><b><i>Displays for village hall survey</i></b> SAH will put up the display she has produced in the hall and also the shorter versions for the noticeboards outside the hall and by the telephone box once finally agreed.</p>	SAH/LW
<p><b><i>Repair and maintenance schedule</i></b> SAH reported that only 3 people had attended the last Saturday morning, due partly to holidays. More external painting had been done. The possibility of volunteers working at times during the week was discussed, and it was agreed SAH would provide a note for the volunteer group of what needed to be done and where materials were stored.</p>	SAH
<p>RO has still to ask Pete Snelson if he would be available to spray the weeds in the car park. It was agreed that cleaning out the store cupboards would be postponed until June.</p>	RO
<p><b><i>Replacement chairs</i></b> JG reported that the chairs used at Westbury Catholic Church hall were bought from Ebay and no longer available. SAH will research other options ahead of applying for</p>	SAH

<p>a grant to purchase new chairs.</p> <p><b>Hall cleanliness</b></p> <p>SAH is to rebait the bait box.</p> <p><b>Expanding use of the hall</b></p> <p>The provision of internet access at the hall is being investigated.</p> <p>The possibility of establishing a temporary Post Office will be put on hold while the position of the outreach PO at Bishops Caundle is reviewed. It was confirmed there is no funding available from the Post Office itself for provision of this service.</p> <p><b>Annual accounts</b></p> <p>LW has produced and sent draft accounts to Andrew May.</p>	<p>SAH</p>
<p><b>5. Forthcoming events</b></p> <p>RO reported numbers for 'The Wife' on 26 April and confirmed she was happy to provide the supper for this and future film nights. It was agreed the success of the film nights should be reviewed at the end of the summer both from a fund raising aspect and the aim of promoting the hall as a community hub. The possibility of obtaining grant funding for a projector and screen etc could then be assessed. It was agreed RO would prepare a spreadsheet showing the funds received each film night.</p> <p>It was agreed the film for May would be 'The Keeper' and for June 'Sometimes, Always, Never' with both showing on the last Friday in the month. SAH would investigate posting these events in the Conduit magazine.</p> <p>Spring Fish &amp; Chip Quiz Night – 11 May – LW reported that Steve and Cathy Atchison had proposed themselves as Quizmasters and their offer was gratefully accepted. Given the timing problems experienced last time with Sturminster Fish &amp; Chips, it was agreed we should use Pisces again.</p>	<p>RO</p> <p>SAH</p> <p>RO</p>
<p><b>6. Feasibility Study response</b></p> <p>As a result of the newsletter, additional responses have been received, including two using the online survey. In order to obtain additional responses before the 12 May deadline, it was agreed user groups should be asked give their view as to which option they would prefer to see pursued.</p>	<p>LW</p>
<p><b>7. Charitable Incorporated Organisation</b></p> <p>The solicitor has confirmed he will be attending the AGM to answer any questions from residents. LW reported that the application form to accompany the document itself was in the final stages of completion and would be sent to trustees shortly for their review and comment.</p>	<p>LW</p>
<p><b>8. AGM</b></p> <p>It was agreed a specific meeting to prepare for the AGM should be held.</p>	
<p><b>9. AOB</b></p> <p>SAH has prepared a schedule of costs for refurbishment / new build based on materials only and volunteer labour. SAH reported that a new improvement fund was now available via ACRE which would provide a maximum of 20% of eligible costs up to a maximum amount of £75,000. It was agreed a meeting specifically to discuss this and other funding routes should be held after the AGM.</p>	
<p><b>10. Date of next meeting</b></p> <p>The date of the next meeting will be 9 May 2019.</p> <p>There being no other business, the Chair closed the meeting.</p>	

Approved and signed by Libby Wilton, Chair, on 9 May 2019