

**Minutes of a meeting of Holwell Village Hall Management Committee  
held on Friday 20 March 2020 at 10.00am  
at Holwell Village Hall**

**Present:**

Libby Wilton, Chair  
Jane Goodfellow  
Sally-Anne Holt  
and 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 13 February 2020</b> Approved.</p> <p><b>4. Matters arising</b> <b><i>Repair and maintenance schedule</i></b> SAH has sent the specification for work to the brick plinth out for tender to local builders, one has declined and the others have yet to revert. <b><i>Expanding use of the hall</i></b> 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. <b><i>Skittle alley</i></b> On hold, pending investigation into competitor charges and cost of replacement of skittles/ balls etc. LW is to draft a separate hire document for review. <b><i>Facebook</i></b> One of the fundraising volunteers has kindly agreed to oversee our page; LW to liaise. <b><i>Recreation land</i></b> LW advised that Perrett Fencing would be starting work on 23 March. The Woodland Trust hedging packs had been delivered and it was proposed to start planting on 28 March, subject to any restrictions imposed by the coronavirus epidemic. The question was raised as to whether any notice regarding hours of use, disclaiming responsibility etc needed to be erected, and given the current circumstances, it was agreed to monitor actual use being made of the space before making a decision as to what notice to erect if any. <b><i>Film nights</i></b> It was agreed all film and supper nights should be cancelled until further notice. A final decision as to whether prices should be raised was put on hold until RO had discussed it with regular users. The purchase of new chairs was also deferred. <b><i>Display board</i></b> SAH has sourced a potential provider of the larger board needed to advertise special events and will obtain a quote. <b><i>Inventory</i></b> A decision as to what to do with the contents has still to be made as has an</p>	<p></p> <p></p> <p></p> <p></p> <p>LW</p> <p>LW</p> <p></p> <p>RO</p> <p>SAH</p>
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inventory of the kitchen.

**Fire equipment check**

An annual inspection is not required for insurance purposes. LW is to check H&S requirements.

LW

**5. Update CIO and land transactions**

The draft surrender document for the current car park lease has been received and LW has sent it to the three former trustees to obtain their agreement and is awaiting a response.

As the parish council wished to be able to demonstrate their full support to the application for change of use from agricultural to recreational, it had been decided that the application should be submitted in the name of the village hall. LW reported that the application had been submitted and was now awaiting validation.

**6. Fundraising campaign**

A meeting with volunteers had taken place and various events and ideas for raising funds had been suggested. Any further action or meetings of the volunteer group will be postponed in light of government advice.

**7. Forthcoming events – cancelling / rescheduling**

In the circumstances, it was agreed all events would be cancelled until further notice, including the summer event and VE day planned for May/June. However, the 100 Club draw will continue to be made each month. LW confirmed that the licence in respect of the Club has been received.

SAH confirmed that Rob Hole was happy to organise a farm tour when circumstances permitted.

Dates for the two Quiz Nights and the Harvest Supper had been included in the parish magazine which had been distributed earlier than usual so insertion of an update / newsletter was not possible. The website will be updated to show the cancellations as will the Facebook page.

LW

LW is to confirm the position with regard to regular users.

LW

**8. Help for vulnerable people**

The Parish Council has distributed a leaflet giving contact details for those residents who need help. It was decided to review the position with regard to any contribution the hall could make and to liaise with the PC with a view to distributing a newsletter mid-April.

**9. AOB**

It was agreed the hall would not be formally shut, but that the various posters provided by the government in respect of public health and/or suggested by village hall organisations such as DCA should be put up. All towels are to be removed and replaced with paper towels.

LW

**10. Date of next meeting**

To be advised.

There being no other business, the Chair closed the meeting.

Approved and signed by Libby Wilton, Chair, on 14 July 2020