

HOLTON VILLAGE HALL MANAGEMENT COMMITTEE
Thursday 14th May 2026 8.15pm following the AGM

MINUTES

Chair: Mel Ault (MA)

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

Apologies: Dominique Smith (DS),

1. Approval of Minutes 9th April 2026

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

2. Financial Matters – SB had circulated a copy of the audited accounts of Income and Expenditure, Analysis of Repairs and Cash Flow Summary.

SB gave a brief summary and confirmed the amounts in each account.

AM had checked the figures, and **MA** signed the Summary of Accounts.

Despite continuing costs of repairs, maintenance and projects such as the Solar panel installation, including major updating of the Village Hall electrical system, our funds remain relatively healthy.

We have 27k in our deposit account (which includes the Grant for the Solar project) with a total of £31k. Whilst the Solar project is implemented, we may need to use some of our Reserve/ Contingency fund but should be able to build this back up over the following months.

Fuel costs are very uncertain at the moment which are being closely monitored along with other rising costs.

Hall hire costs will be reviewed later in the year.

3. Appointment of new Committee

Chairperson- Mel Ault -proposed by **DH**, seconded by **CG**

Deputy Chair- Dave Holmes -proposed by **CG**, seconded by **MA**

Treasurer- Sonja Barter - proposed by **MA**, seconded by **DH**

Deputy Treasurer- Sue Holmes - proposed by **DH**, seconded by **MA**

Secretary- Sue Holmes - proposed by **CG**, seconded by **DH**

Bookings Secretary -Clive Ganczarski - proposed by **DH**, seconded by **MA**

All present agreed with the proposals and appointments

4. Co-opting new Committee members

Andy Murray was appointed as the Parish Council representative at last Mondays Parish Council meeting (11th May).

5. Bookings

CG gave a brief overview of the Bookings. Electric, water, fuel usage and CO2 emissions were also included. Booking numbers remain good.

6. Events

Afternoon Teas – average attendance at the last few events were 25

Future Events

Film Night - Friday 15th May The Ballad of Wallis Island 7pm for 7.30pm start. Posters are up & advert in Holton magazine and on Nextdoor

Annual Parish Meeting - Thurs 21st May 2026

Posters are up & adverts in the Holton magazine. Savills/ Crest -Nicholson are coming to give an update on the 'Brookes site development' and 'Energy My Way' are coming to give a brief presentation about the Solar Panel project.

Jazz Night - Friday 5th June. £12 per ticket. Posters are up around the village and is on the website. Online booking but also physical tickets are available for those that prefer not to book online. DS has been very busy with distribution of posters around Holton and many other locations including Thame, Headington, Wheatley, Great Milton, Tetworth and others.

Flyers have been put through all doors in Holton. Whilst ticket sales are low at the moment, we are hoping for this to increase as the event gets nearer.

The Bar will be open. SH & CG have volunteered to do the Bar.

Summer BBQ - Friday 24th July 6-9pm in the Orchard (weather permitting)

Lawrence Wooten has declined to provide music at the event. DH to ask Chris Roerig if he would be willing provide some music in the Orchard using his equipment which can be manoeuvred to the Orchard (unlike the Village Hall sound system)

The usual burgers/ sausages/ salads will be provided. A couple of 'the Friends' have volunteered to help with face painting.

SB to ask the WI if they would be willing to provide dessert.

An outside Bar will be set up but using just bottled / canned beer not a Barrel.

DH agreed to use his gas BBQ but needs Robert Barter to be able to provide his trailer to move it to the Village Hall.

A separate veggie BBQ is available if we decide to use it.

Spud Night - 4th September 7-10pm. We will do our own food of Jacket potatoes with various fillings & have the Bar open.

Autumn Tidy Up Saturday 12th Sept 10am -1pm - general tidy and clean up that was postponed from the Spring. Friends to be contacted for help SH

7. Property Matters

"Roles & Responsibilities" for May- all up to date except for the cleaning of interior windows and the Inventory check. These are usually part of the Spring Tidy Up and will be addressed in the Autumn Tidy up.

CG suggested updating the list of Roles & Responsibilities with allocation of specific tasks to a particular person. **SB** was concerned that things may get missed and that a central list that everyone can check would be preferable. **MA** has been updating the existing list and further discussion about format to be had.

New Website update

Concerns about security of some aspects of the site have been looked into. More investigation needed.

An issue with being able to embolden text is still ongoing.

Reviewing documents & transfer of information is an ongoing process.

SB has an issue receiving some admin emails but can access via her phone.

A proposal for a 'Village WhatsApp' was made, with joint contributions from Holton Village Hall and Holton Parish Council steered by Andy Murray (HPC) and Clare Wright (HVH). More information to follow.

Previous discussion about pages for Current events and Past events/ History - this will continue once all the document reviews have been done.

Village Hall Policy Reviews

Policies reviewed and posted on the website are;

- Teenage Parties
- Orchard users Guide
- Reserve policy

The Safeguarding policy is also still relevant and does not require any changes.

Legionella policy has been partly done. Access to the 2 water tanks in the loft is required to be able to complete testing/ checking. This is being addressed soon by the Holton Players who are having a clear out of the loft on 11th July. **MA** to supervise.

The Code of Conduct policy and The Governing Document - last reviewed in 2021 - may need updating as standards may have since changed. **CG** volunteered to check this for any required changes.

MA had previously raised a concern regarding the privacy/ security rules of Google workspace. Some discussion around Google access and GDPR (electronic data storage). **CW** to look into this as she has knowledge of this subject and will feedback at the next meeting.

Any policies need a signature and review date before they are uploaded.

Hot Water tank replacement DH presented 3 quotes from Taylors, Green & Wakefield and Uniheat. A decision was made to use Green & Wakefield. **SB** to phone them to arrange a date for installation.

Solar Project

Installation of the Solar panels will be during the first week of August. The Hall will still be usable for most of the time although scaffolding maybe in place which will have to be worked around.

A concrete base for the battery housing unit is to be built by Richard Taylor.£300 including VAT. The final housing unit for the Batteries / Invertor will include a tamper proof box around it.

A presentation by the 'Energy My Way' company has been arranged for 21st May at the Parish Annual meeting.

Waste collection/ disposal - discussion about dealing with waste disposal by Village Hall users is on-going.

Action Log Review

Action log reviewed **CG**

Oil prices are being closely monitored. We have sufficient oil for now. **DH**
Hall Hire costs to be discussed later in the year

Fit 4 50

Free of charge Energy Audit being done on 21st May by Brookes University

Insulation of loft area above the Bar- possibly delay until next year with a view to conserving finances for now.

Light bulb replacement with LED's is in progress

8. Rota for Bins/Hall Check/Defibrillator Check

Please also check the Defibrillator whilst putting out the bins & tick the check sheet that is on the noticeboard in the Entrance Hall of the Village Hall.

Please also check that no lights have been left on in any of the toilets and also the chair /table storage cupboard.(CAA often leave toilet lights on)

	CG – July	AM - Oct
MA - May	DH – Aug	DS – Nov
SB – June	SH – Sept	CW - Dec

A list of Grundon bin collection dates is on the noticeboard in the VHall entrance hall. 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.

9. A.O.B

The sound cabinet was not initially designed to be moved. Subsequently we have needed to move it for various reasons. It now needs to be removed before the floor is sanded & resealed next week. DH & MA will do this on Saturday and hopefully reconnect later.

Date of next meeting – Monday 1st June 2026 7.30pm Meeting closed at 9.55 pm

cl Abbott
1/6/2026

- Financial Matters – SB had circulated a copy of the 2025 Expenditure, Analysis of Expenditure and Cash Flow Statement. SB gave a brief summary and checked the accuracy of the figures. AB had checked the figures, and MA signed the Statement of Accounts. Details concerning costs of repairs, maintenance and projects such as the floor and installation, including major updating of the Village Hall electrical system, etc. also remain relatively healthy. We have £7k in our deposit account which includes the deposit for the new carpet, with a total of £7.1k. Whilst the solar project is well advanced, we may need to draw on our Reserve Contingency Fund but should be able to fund the total cost of the following months. Fuel costs are very uncertain at the moment which are being closely monitored along with other rising costs. Hall hire costs will be reviewed later in the year.
- Appointment of new Committee

Chairperson- Mark Ault - proposed by DH, seconded by CE
Deputy Chair- Jane Holmes- proposed by CE, seconded by MA
Treasurer- John Sayer - proposed by MA, seconded by DH
Deputy Treasurer- Sue Holmes - proposed by CE, seconded by MA
Secretary- Sue Holmes - seconded by CE, seconded by DH
Bodilings Secretary- Cleo Gamaizak - proposed by DH, seconded by MA

All present agreed with the proposals and appointments.
- Co-opting new Committee members

Andy Murray was appointed as the Parish Council representative at last Monday's Parish Council meeting (11th May).