

Minutes of Pavilion Committee – 28 February 2022

Present: Isabelle Harris, Ann Hemmings, Sarah Knight, David Martin, Andrew Overton, Julie Stanley, Kevin Wain, Glen Walther.

Apologies: None

Approval of previous meeting minutes: Approved by all.

Resignation

Sarah Walther had tendered her resignation prior to the meeting, due to difficulties encountered when dealing with Hornton Parish Council. Andrew Overton expressed his disappointment that Sarah had decided to stand down from the committee and he intended to speak with her to try and reconcile the situation. As HPC representative, any future issues should be referred to Andrew for escalation/resolution.

Pavilion accounts

1. Andrew stated there was no update on the accounts since the last committee meeting, as there had not been a meeting of HPC in the intervening weeks. Future committee meetings should be arranged to follow the HPC meeting to ensure that the latest financial information is available.
2. To enable accurate accounting of Pavilion payments, all cheques received from hirers should be made payable to "Hornton PC / Pavilion".

Maintenance

1. Cleaning. Monika has been engaged to clean every Monday, starting on 21 February 2022, at £15/hour for typically two hours (three hours on her first visit). She has keys and will invoice Fiona.
2. Cleaning materials. Sarah W to send costs of materials from Cleenol to Andrew for reimbursement.
3. First aid box. David to follow up Pete to determine if a new kit has been purchased.
4. Side curtains. Kevin will arrange to take up the existing curtains when time permits, and check if he has another pair that are long enough.
5. Covid-19 QR code posters. All notices have been removed from the building. No Test & Trace information was gathered during the pandemic.
6. Fence repair. Glen will replace the four fence posts damaged during the recent storms.
7. Window repair. Glen will replace the window in the Ladies toilets.
8. Guttering. Glen will arrange to clean the guttering when time and conditions allow.
9. Kitchen. Kevin will purchase a kettle to replace the one that failed Portable Appliance Testing.

May Day – Monday 2 May 2022

1. Carol Overton has handed over the role of co-ordinator to Jane Wain, Pete and Sally Lemon.
2. Wendy Whitehouse, Hornton Primary School headmistress, has agreed to learn the role of May Pole Leader under the tutelage of Isabelle & Ian Harris, with a view to being self-sufficient in 2023.
3. Ice cream van, children's roundabout and sweet stall have been booked.
4. Plant sales booking and payment terms to be confirmed.
5. Car parking attendants to be agreed by the next meeting.

Marketing

1. Sarah Knight advised that the cost of hire featured on the Parish Council website is out of date. David to advise Fiona that the cost is £12/hour.
2. Andrew has agreed with Wendy Whitehouse for the Primary School to feature contact details for the Pavilion on the weekly newsletter to increase awareness amongst parents.
3. Andrew has agreed an increase of the Primary School hire fee with Wendy Whitehouse to £150/term from Summer 2022.

Fund Raising Events

Ideas tabled and discussed were:

1. Sports day. Sarah Walther to ask Sophie Heathcote if she is able to lead. Update at the next meeting.
2. Games night. Kevin and Pete are organising an event for April. Update at the next meeting.
3. Croquet match -28 August 2022. Andrew to organise closer to the date.
4. Theme night. Not discussed. David to follow up Sarah Walther for an update.
5. Bingo night – 22 April 2022.
 - Julie asked for 26 prizes to be donated for the event: cheese & chutney (or similar) for line prizes and tins of biscuits for full house prizes.
 - Andrew to investigate advertising the event on the HPC website.
 - Roger Corke to be asked to circulate details to everyone on the village email list
6. Horse Racing night. David to investigate necessary licenses: gambling, alcohol and performing arts?
7. Irish folk music – 24 September 2022. Kate Fricke has contacted Andrew to see if the committee would be interested in booking an Irish folk group for £300 plus expenses. The committee thought there would be sufficient interest in the village to make the event a success and profitable at ca £10/head. Andrew to confirm the proposed date with Kate and discuss next steps.
8. Platinum Jubilee Ball – 4 June 2022. David to arrange an alcohol license.

AOB

1. A general question arose regarding confirmation of regular users payments into the bank account.
 - Isabelle agreed to draw up a timetable of regular users to enable cross checking with deposits.
 - Isabelle agreed to raise invoices for hirers to support their book keeping, and mark as paid when cash or cheques are received to protect both parties from claims of non-payment.

Meeting finished at 8:50pm.

Next meeting: Monday 11 April 2022 at 7:30pm