

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minutes of the meeting held on **Wednesday September 24th 2014**

Present: Robin Dillaway (RD) Chairman, Sue Norris (SN) Treasurer, Jane Peters (JP) Bookings Secty., Phil Corbett (Ph.C), Tony Gow (TG), Ann Jones (AJ), Daphne Jordan (DJ), Donna Squires (DS), Helen Gairn (HG), David Remy (DaR).

Attending: Sue Gow (SG) Minutes, Sue Thurston (and daughter).

Absent: John Levy (JL). Jenny Jeffrey (JJ)

1. Apologies received: Michael Gasper (MG), Dee Barker (DB), Wil and Anne Harvey (WH & AH), Bernard Orme (BOR).

2. Appointment of Vice-chair. No volunteers. To be brought forward.

Action: ALL

3. Executive Committee Membership: The Exec. is not meeting at present, as much of the discussion is duplicated at the main meeting. RD suggested not to have a formally constituted group but meetings will be called to discuss emergency issues e.g. expenditure over £500.00. **Proposed: PhC, Seconded: TG.**

Agreed: by all present.

3. Minutes of previous meeting - 25th June 2014. Proposed JP. Seconded AJ. Agreed: as a true and correct record by all present.

3a. Matters arising (not on agenda):

Noted. TG fire extinguishers: Assessment carried out. New Certificate issued. Invoice £137.85p + VAT not received yet. **Action: SN**

Noted. AJ new compost bin: now situated behind the hall

Noted. RD apology for not yet having written to the groups.

3b. Matters arising from the meeting - 25th June 2014

i. Progress reports:

- **Bar refurbishment.** WH has prepared an action plan. Probably with 3-4 people could be done in a week. New bar carcass could be constructed on the stage. Hall much more booked up than anticipated.

Noted: the best time will be between **20th and 31st October.** There are bookings but not in the bar area.

The District Council will ask about the money. **Agreed:** not to delay further. **Action: RD and vols.**

- **Boiler:** **Noted:** Stock valve damaged in effort to turnoff leak. The boiler company does not do plumbing. Local plumber has fixed the valve – boiler working – usually turned on October 1st. The invoice is in dispute due to poor work by the engineer originally; the first quote was £340.00 the second was over £450.00. HG has given the name of a local experienced plumber. **Action: RD /SN**

Programming Team: RD will arrange a rota of vols. and a refresher course. **Action: RD**

- **Wenhaston Films – hiring charges for equipment.** **Noted:** RD – email from film group recommending £50.00 for private hire £25.00 for affiliated groups. Members of the VH film organizing group must run the equipment for outside hirers. PhC - proposed £25.00 fee annually or per session fee with an approved operator. SN – Not enough to cover the cost of a replacement bulb (£1500.00). TG - Block bookings i.e. WEA courses £10.00 per session. **After discussion:** Annual fee £25.00 in addition to affiliation fee with own operator. Affiliated groups, one-off £10.00 fee for AGMs. Private hire £50.00 with approved operator. **Proposed TG. Seconded. DR. Agreed:** All present. **Action: RD / JP / Film group**

- **Film group accounts.** **Noted:** SN – Expenditure: £3,181.82, Income: £1,223.20 (from Jan. 2014 to date)

4. Treasurer's Report. Noted: SN - Santander - £6206.63; Ipswich Building Society - £9,129.95
Cash - £31.18. **Noted:** outstanding bills from boiler and fire extinguishers not included. Accounts for the last 6 months were tabled. **Also noted:** SN will probably be standing down as Treasurer at the next AGM.

5. Booking Secretary's Report. Noted: JP – September bookings not too bad. Good feed back from the wedding booking. Two new September bookings plus the new WI afternoon sessions. Halesworth Flower Club may stop as they don't have enough members for their committee. Possible loss of £600.00. Retinal screening has reverted to Patrick Stead Hospital.

6. 100 Club. Noted: AJ. Entering the 4th year. £700.00 cheque to VH. £846.00 in prize money. £1,621 income from ticket sales. Present balance £155.84. A good start to the new year. **Also noted: AJ and MH will be standing down in August 2015. RD thanked the 100 Club for its sterling service.**

7. Textile Bank. Noted: email from MG. **Agreed:** give notice to remove textile bank. Consideration to be given to a bike rack. Revisit at future meeting. **Action: RD**

8. **Village Hall notice board replacement.** Noted. **Action: TG / RD**
8i) Tree pruning. Noted: TG – 1st Cut Service quote £225.00 + VAT (for silver birch prune £50.00 +VAT and reducing oak tree canopy £175.00 + VAT). **Proposed: DR, Seconded: JP. Agreed: All present.**
Action: TG
9. **PO update. Noted: JP-** requested approval for a new external PO sign, accurate electric weighing scales*, more efficient, modern shelving and heavy weight carpet to improve/enhance the lobby (info. tabled). *JP insured for these. **RD proposed approval of the above, HG seconded. Agreed: All present. Action: JP**
Also noted: Yoxford PO has been sold – not being reinstated. JP approached to run it. This may bring more people to Wenhaston PO and hall.
10. **Correspondence received. a) Noted: David Smith** via AJ - regarding the 'summary removal of the railway sign' & requesting it be reinstated. **RD** - VHMC commissioned the removal for repair and the sign given to the Parish Council. **Agreed: to refer the issue to the PC and inform David of this. Action: RD**
b) Noted: Maggie Cartwright via JP - concern expressed that the parking space beside the village hall would be permanently filled by the recycling bins (moved to enable parking for a coach due to a paid hall hire). **Agreed:** as this area is VH space and not a private parking area, except for events, there could be an H & S issue with fire exit opening into this area, as well as access to the boiler. A donation to VH funds was suggested in keeping with Ramblers and chip van (£2.50 per week). **Action:?**
c) Noted: Mike Gasper via SG – removal of the textile bank. (See item 7 above)
11. **AOB.**
Chairman's discretion (insurance increase). **Noted:** increase of £20.00 to cover new film equipment.
Christmas Bazaar. December 6th. No film matinee. Hall will be cleared in time for the evening show which will need a swifter disassembly of the Grotto. **Agreed: Decorations up Nov. 29th 2pm. Vols. needed.**
Table charges: for Wenhaston individuals £15.00. Community groups £5.00. SN will buy gifts and recruit Santa. RD to send round table booking forms and check with JL. **Action: RD/SN/JL/All**
Latitude Tickets. JP – free tickets to Latitude available. Postman Kevin will help with raffle. **Agreed: to approach Festival Republic for more tickets. Action: JP**
Baby Changing equip. Noted: concerns about location, costs (license for disposal, consumables) hygiene etc. **Agreed: Defer until issue raised again.**
Late cancellation policy. Policy states that 1 month's notice must be given. There should be flexibility in allowing other bookings. RD to include a note about giving notice of cancellations in the affiliated groups' letter. **Action: RD**
Supplies. Noted: STh. - more green towels and better bins needed. **Action: AH/AJ**
Defibrillator update: Noted: Co-op not cooperating. **Action: RD**
Blinds. Noted: AJ – Film group OK until March – need assess high window blinds. TG to cost long tracks. **Action: TG**

There were no other items under AOB.

Meeting finished at 20.10 hrs.

Date of next meeting: November 26th 2014

Signed: 

Date: 

Chairman: 