

**Village Hall Management Committee**  
Minutes of the meeting held on 29<sup>th</sup> July 2015

**Present:** Chairman & Village Rep. - Robin Dillaway (RD); Treasurer - Sue Norris (SN); Bookings Secty. & Post Office - Jane Peters (JP); Zumba & Pilates - Christine Buttle (CB); Wine Club - Bernard Orme (B.Or.); WEA & Gardeners Club - Tony Gow (TG); Table Tennis & 100 Club - Ann Jones (AJ); VH key holder - Daphne Jordan (DJ); Sports Club - Donna Squires (DS); St. Peters Church - Jenny Jeffrey; Café - Wil Harvey; Badminton - Anne Harvey (AH); WI - Dee Barker (DB); Drop-in group - Eileen Hayes (EH)\*; Parish Council Rep. - Clive Watson (CW)\*, Village Rep - Sarah Robbins (SR)\*; Village Rep. - Gus Jones\*.

**Minutes:** Sue Gow

**Attending:** Sue Thurston (observing).

**Absent:** British Legion - John Levy (JL); Methodist Church - David Remy (DR)

**Agenda items**

1. **Noted:** New members welcomed (\*as above). **Apologies:** Commons Group - Helen Gairn (HG);
2. **Appointment of Chairman.** RD agreed to stand for another year. Nominated: SN, Seconded: B.Or. All present in favour. Carried.
3. **Appointment of Vice-Chair.** No nominations and no volunteers. Not essential to the VHMC but cheque signing may be a problem. Deferred to next meeting. **Action:** SG/RD
4. **Appointment of Treasurer.** SN agreed to stand for one year only. No other nominations. Nominated: JP. Seconded: AJ. Noted this will be the last year for SN. All present in favour. Carried.
5. **Appointment of Bookings Secty.** JP willing to stand. Nominated: DS, Seconded RD. All in present in favour. Carried.
6. **Co-option of Minutes Secty.** SG willing to continue. Nominated: RD, Seconded, AJ. All present in favour. Carried.
- 6a) **Noted: Village Reps.** Robin Dillaway, Sarah Robbins, Gus Jones.
7. **Minutes of previous meeting** – 28<sup>th</sup> March 2015. **Noted and Agreed:** as a correct record by all present, with one amendment: Trish Gow to read Trish Gower. Proposed: TG. Seconded: S.N. Signed and dated by the Chairman.
- 7a) **Matters arising** (not already on agenda). None.
- 7b) **Matters arising. Noted:**
  - i. Quiz night. A good event. BOr thanked for his work. Approx. £100. from tables and bar. Dates for Autumn to be decided. **Action: BOr/RD**
  - ii. Affiliation forms. RD apologised for not sending out forms. Some have already paid. The remainder to be sent now. AJ to take on in 2016. **Action: RD**
  - iii. Café. WH - Record numbers to date. Total profit 2/05 to date £363.41 excl. 29/07. People are no longer being paid to help. Income covers supplies and cakes. A men's group for Weds., 10a.m to 1p.m. in the café, to be advertised in the Warbler. Won't get in the way of the established drop-in. **Action: RD**
  - iv. Roadside boards. TG has supplies. AN and TG to produce two. **Action: TG/AN**
  - v. SCDC grant. The grant has been given. Required evaluation completed. Invoices have been requested and provided. A similar process for the fascia replacements. Money is offered but RD cautioned against accepting money if it changes the VHMC plans for the VH.
8. **Treasurer's Report. Noted:**

Present finances: **Santander:** £6,343.74\*. **Ips. Bld. Soc.:** £9,837.65 **Petty Cash:** £46.81  
**Total: 16,228.20.** \*includes £1500.00 for the Fascias. A print-out of the income and expenditure sheet was tabled. Film sub-account: Donations total: £3,639.30. Equip. expenditure: £3,181.82.  
Account now in profit: £457.48p. There will be no film shown in August. The new list is on the VH inner door. There were no questions for SN.
9. **Booking Secretary's Report. Noted:**

June: Normal group bookings throughout the month. Extra bookings: A private party, Suffolk Wildlife Trust and Halesworth Choir Practice. July: Blood Donor session. Zumba and Pilates finished for the summer. Yoga cancelled until further notice due to the teacher's illness.



Cont. Agenda item 8. VH bookings

**July (cont.)** If rained off, Circle 67 will move to the VH.

**August:** Very quiet. No groups. 2<sup>nd</sup> – the 25<sup>th</sup> Annual Village Horticultural & Produce Show.

12<sup>th</sup> - SCDC open planning meeting ref. Pine Lodge Application. Café will open.

29<sup>th</sup> - private party. No questions for JP.

9a) **Post Office. Noted:** CCTV installed. Records for 21 days.

10. **VH Fascia Panels. Noted:** Quote for replacement for the front of the hall - **£1,788.00**. A vent is required on the gable ends. The company (Holmes Glazing of Yoxford) will provide scaffolding. The grant is £1500. Approval asked for £288.00. Proposal to go ahead as described; proposed BOR., seconded TG. Agreed by all present. Carried. **Action: RD**

11. **Hall lighting. Noted:** Discussion to replace strip lights with LED lights to slot into the panels – quote from Townsend Electrical = £2,500 *fluorescent lights*, £4,500 - *LED*. The latter can be dimmed. See St. Peters Church. **Questions: JP.** Committee lights as well? Could a quote be requested. **GJ.** A grant from SCDC to cover? **RD.** Could apply for £3000 and VHMC find the rest. SN. SCDC can be choosy about what they will accept. Proposal: **BOr** – go ahead with LED provided a grant is secured first. Seconded AJ. Agreed by all present. Carried. **Action: RD**

12. **100 Club. Noted: AJ** and Margaret Hill standing down in August. VH members asked to encourage more to sign up. Trish Gower will take over. All present agreed to co-opt Trish to the VHMC. Carried. SG to send papers. **Action: RD/SG**

13. **AOB – Noted.**

**Ladies Toilets: RD** – plaster has blown off the wall. Work needed. Chairman's action approved by all present. **Action: RD**

**VH flower tubs: SR** – suggested troughs to cheer up the back for café users et al.

**Agreed: TG** to approach the Gardeners Club. VH to pay for plants. **Action: TG**

**Insurance renewal: AH** – queried personal injury (i.e. shuttlecocks in the eye. Note: up to groups.

**Café: SR** – mags. & newspaper racks and for the future, WiFi connections. RD to look at racks. Defer WiFi. **Action: RD**

**Fire extinguishers: TG** – firm to check August. May be a slightly larger bill. **Action: TG**

Also a quote from Lawrence Tree Service to top and trim the Leylandii by car park. **Deferred.**

**Skirting boards: STh.** – need to be painted. **Noted.** **Action?**

**Market stall event: CB** – new resident (Emma) has a market stall. Willing to run a craft and produce market day, at the Village Hall in September. 10 – 4pm. No raffle. Stalls both in and outside the hall. If successful could become a bi-monthly event. Expenses for signage and advertising. Good if the café could also be open. **Agreed.** CB to progress and cost. **Action: CB**

**Letter box: DS** – A metal letter box for the VH when PO shut? For discussion. **Action: RD/JP**

**Recycling: DS** - Can recycling before 6a.m. be prevented? **RD** to ask DC for advice and to put notice in Warbler asking consideration for neighbours. **Action: RD**

**Flooring: JP** - Flooring in new café area doesn't abut counter.

**Fax Machine?: JP** – No, will need a separate Wireless/telephone line installed. Can't afford.

**Committee room: JP** – Room is looking tired and needs a makeover.

**Overnight parking: CW** – Overnight car parking. Needs a sign for no parking. There is one but none to police the car park. Add to Warbler notice about recycling. **Action: RD**

**General parking:** 'Inspired by Becker', parking over 4 days. Any donation? **Action: WH**

**Defibrillator: GJ** – now installed. Covered by CCTV. Paid for by E.ofE. Co-op tobacco sales!

GJ responsible and will give a demo. in the VH in next 2 to 3 weeks. Posters and notice in Warbler. **Action: GJ**

**Post-AGM meeting: AJ** - Too long a gap between previous meeting and this. An extra meeting straight after the AGM suggested. **Action: RD**

**PV: AJ**- following up finance. No other items of AOB

**Latitude tickets: AJ** – need to be bid for them. PC considering. **Action: CW?**

No other matters arising.

Meeting ended 20.02hrs.

Signed as a correct record

  
Chairman

30/09/15  
Date

Next meetings: September 30<sup>th</sup> and November 25<sup>th</sup>