

Village Hall Management Committee
Minutes of the meeting held on 30th September 2015

Present: Chairman & Village Rep. - Robin Dillaway (RD); Treasurer - Sue Norris (SN); Bookings Secty. & Post Office - Jane Peters (JP); 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. Peter's Church - Jenny Jeffrey; Café - Wil Harvey; Badminton - Anne Harvey (AH); Drop-in group - Eileen Hayes (EH); Parish Council Rep. - Clive Watson (CW); Village Rep - Sarah Robbins (SR); Commons Group - Helen Gairn (HG); 100 Club - Trish Gower (Tr.G.).

Apologies: Bernard Orme - Wine Club; Christine Buttle - Zumba & Pilates; Dee Barker - WI; Gus Jones - Village Rep.

Minutes: Sue Gow

Attending: Sue Thurston (observing).

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

1. Welcome and apologies (listed above)

2. Appointment of Vice-Chair for the ensuing year. No volunteers. Jane Peters agreed to be an extra signatory as required - temporarily until the AGM in May 2016.

3. Minutes of previous meeting **July 29th 2015. Noted:** as a correct record. Proposed - TG. Seconded - SN. **Agreed:** by all present. Signed and dated by Chairman RD.

3a. Any other matters arising (not on agenda). None

3b. **Matters arising from meeting of 29th July 2015**

- **Quiz night.** Date agreed: **13th November 2015**
- **Men's breakfast.** 2nd breakfast on **8th October.** Funds going to VH. No clash now with drop-in.
- **Café (paper & magazine racks).** Use of café does not warrant the cost.
- **VH Roadside notice board.** Thanks to AN & TG for installing. Remove old board. **Action: TG**
General notice board to be reviewed. Bingo notice would better as a banner. **Actions: RD**
- **Fascia panels.** Completed. An improvement.
- **Lighting in hall.** a) WESG has closed. **Noted:** Assets: notice boards, wipe board remain for the use of the community. VHMC to be custodian. b) The major proportion of funds **£3,691.16.** has been offered to the VHMC towards replacement lighting. **Agreed:** by all present to accept with gratitude. RD suggested a brass plaque acknowledging the work of WESG. **Noted:**
Actions: RD
Dimmable lights have been ordered from Townsend Electrical who will install. There will be some disruption - 3 days - but advance warning will be given to groups and PO. **Agreed** by all present to proceed. **Action: ?**
- **Ladies Toilets.** Plaster replacement. Kerslake quote: £275.00 plus VAT - £330.00. **Action: TG**
Proposed: JP. Seconded: EH. Agreed by all present.
- **Hot water.** Needs new thermostat. **RD - awaiting part.** May not be in time for Blood Donors.
- **VH flower tubs.** Thanks to TG & JJ for planting front tubs and to S. & A.N for providing the planters for the back and to AN & TG for the planting. **Noted:** Café to water in hot weather
- **Fire extinguishers:** **Noted:** All checked. New certificate issued. Larger bill as some had to be replaced. TG thanked.
- **Leylandii.** **Noted:** Estimated cost. £135 to cut back. **Agreed:** by all present. **Action: TG**
- **Skirting boards:** No progress. Small VHMC working party to consider all works needed to be done. RD to contact for vols. **Action: RD**
- **Market stall event.** Discussion deferred.
- **VH door letter box.** **Noted.** Request considered. Without a fire-proof box it would be a liability in a public building.
- **Recycling and car parking (notice to Warbler).** Being produced. **Action: RD**
- **Flooring (café).** Flooring has shrunk leaving a gap behind the skirting board. **Agreed:** a buffer strip required. **Action: WH?**
- **Becker exhib.** Car parking donation? Informally agreed and will be forthcoming. **Agreed:** in future a contribution must be given. The car park was too full for regular group attendees to use.
- **Defib. demonstration.** Gus gave a demo. As yet the Defib. has not been used.

P2. VHMC. Cont. 3b. Minutes of the meeting held on 30th September 2015

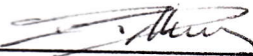
- **PV finance. Noted:** AJ - Initial conversation with Green-Serve were positive but in the end no luck with the MCS.
 - **Latitude tickets.** Parish Clerk will ask for a donation of 4 tickets for 2016. They will be raffled. Money to go to equipment for the playing field. **Action: RD to liaise.**
 - 4. **Treasurer's Report. Noted:** To date – **Café:** income: £1037.15 against start up costs of £1,564.50. **Cinema:** £3,772.30.
Village Hall: Santander (incl. WESG and fascia funds): £9,722.65
Ipswich Building Soc. 9,837.65
Petty cash. 78.40 **Total: £ 19, 638.70**
- No questions. SN thanked for her work. She will be standing down at the May AGM.
5. **Booking Secretary's Report:**
August: quiet month due to summer holidays. **September:** Zumba re-started. Pilates stopped. Extra bookings from: Halesworth Choir – two bookings on Sundays; a private party; two curling sessions. **October:** Looking better. Yoga restarting with a possible second class. Tutor may relocate her Southwold class here. Church Jumble Sale and Quiz night. **NB: Flu session on Thursday 15th October. Noted: AJ** requested more than two weeks notice. Table tennis group duly notified at this meeting. **November:** Quiz night. **GP Surgery. Noted:** Present rent is only £4.00. **Agreed:** to request £8.00. **Action: RD**
6. **Cycle Racks.** Parish Council has passed on a request about cycle racks. There is 'power to provide parking spaces for cycles etc.' **Noted:** there will be problems with space and appropriate placing. Cyclists can attach their bikes to the fence. Request not agreed. **NB** Agenda items 7 & 8 dealt with at Point 3b. - bullet point 6 above.
9. **100 Club. Noted:** with thanks Trish Gower has taken over. A cheque for £750.00 will come to the VH. The 100 Club has a say in what the money can be spent on.
10. **AOB**

- a) **Christmas Bazaar. Date: December 5th.** Set-up & decorations Friday 4th. **Action: All**
Application to PC for £50.00 for children's presents. Ask John Levy for Grotto. **Actions: RD**
Ask Father Christmas to attend. **Action: SN.** Present buying. **Action: SN/SG**
- b) **Blinds.** Windows now sealed. One blind will be tried on one window. **Action:**
- c) **Fascia panel.** The old VWH sign was on one. **Agreed:** to order a new sign. £100.00.
Action: RD
- d) **Fundraising.** Indoor curling. **Noted:** Two sets with teams. Cost - £300.00 per set.
Agreed: by all present to use 100 club money to buy two sets. **Action: SN/TG**
- e) **Mobile projector.** TG - request from a village group to use the mobile projector in the Church for their AGM. **Agreed.** **Action: TG**
- f) **Role of Booking Secty. Noted:** i) JP - concerns expressed to JP about the accuracy of the monthly event sheet. She is only able to produce what she has given 'correct at time of circulation'. She cannot be responsible for changes made after the event especially in trying to meet the Warbler deadline.
ii) **Noted and agreed: RD** - After two cancellations, resulting in considerable disruption to regular village groups, WDC request for a third planning meeting to discuss travellers' site will be refused. **Action: RD**
iii) September bookings have required her to open and close the village hall on three Sundays in a row. Clarification would help about other key holders being available.
iv) Concerns expressed regarding a recent clash between the Saturday café and the jumble sale. WH accommodated, not opening the café but JP unsure how to resolve any future clashes. **Agreed:** bookings take priority. **Noted:** Any future concerns to RD. SG pointed out that there were three village reps. who could be called on. v) JP- she had taken on the Booking Secty. role in the absence of other volunteers. She may not continue after the AGM. Her priority is to run the Post Office. In the meantime she would like clarification about her role and also that of the village rep. **Agreed:** to set up a small working group to discuss the roles. **Action: RD/JP/SN/SG**
There were no other items for AOB.

Date of the next meeting: Wednesday November 25th

Meeting ended at 20.05hrs.

Signed as a correct record:


Chairman

Date: 25/11/15