

Village Hall Management Committee

Minutes of the Meeting 25th November 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 - Ann Jones (AJ); Daphne Jordan (DJ); Sports Club - Donna Squires (DS); St. Peters 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); Bernard Orme - Wine Club; Christine Buttle - Zumba Dee Barker - WI; Gus Jones - Village Rep.

Observing: Stephen Gulch.

Apologies: 100 Club - Trish Gower (Tr.G.). **Minutes:** Sue Gow

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

1. Welcome and apologies (as listed above)
2. Appointment of Vice-Chair for the ensuing year. **Clive Watson**. Proposed: Jane Peters. Seconded: Wil Harvey. Carried. Agreed by all present. Clive thanked by Robin.
3. Minutes of the meeting held on 30th September 2015. **Agreed:** as a correct record with the following amendments: Gemserve should read Greenserve. Christmas decorations to go up on Sat. 28/11 at 2pm. Christine Buttle only represents Zumba. Signed and dated by Chairman RD.

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

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

- **Ladies Toilets: Refurb.** Kerslakes had to re-do their work. Decoration to wait another week. AJ & AH to decorate on 29/11. **Hot water:** RD still awaiting correct part for thermostat. The water can be turned on but it will be very hot.
 - **Skirting boards:** RD examined. Not too damaged. Agreed to defer.
 - **Café flooring:** completed 24/11
 - **Village Hall signs:** completed. Two more signs to go up in the car park. The VH is a private car park.
 - **Lighting in the hall.** Cost VH approx. £1.000 of £4.600 charge. Lighting has been appreciated by groups.
 - **Blinds:** working party to install on 28th
 - **Kurling:** Two sets purchased from 100 club money. Trial run on 27th organised by SN and Andy. Eight teams of 4 people. EH & JP will organize the next event. Starting at the end of January - last Friday of the month.
 - **Quiz night.** Thanks given to BOr. Approx. 10 teams. A good evening.
 - **Christmas Bazaar: Santa** to arrive 2.30 and leave 3.30 or when presents run out. Set up 10-1 on 5th Dec. **Sports Club** to provide mulled wine. **Refreshments** in the café, open all day. **Raffle** - Kathleen to sell tickets. **AJ** has collected a number of good raffle prizes. Groups to donate to the VH rather than provide more raffle items.
 - **Market stall event: Agreed to defer.** Robin to draft a calendar of annual events. **Action: RD**
- No other matters arising.

3c. **Notes of the sub group meeting held on 13th October 2015.**

(3a) **Emergency key holders. Agreed:** Robin and Clive

(3b) **Rota for opening and closing village hall** for weekend and evening private functions.

Agreed: to be on the list (email contact) - Village Reps: Gus Jones, Robin Dillaway, Sarah Robins. Also Tony Gow. Rota to be finalized in January.

Action: RD/All listed.

Sue Gow to produce a poster with further details.

Action: SG

NB. David Cox doesn't know where the Youth Club key is. A new one to be cut. **Action: ?**

(4) **Noted and agreed.** Sue Norris and Jane P. to revise the VH form having looked at the Yoxford version.

Action: SN/JP

(4a) **Noted and agreed.** To be added to booking form

(5.) **Noted.**

(6.) **Risk assessment.** JP has produced her own. CW to research and report back. **Action: CW**
An accident book is available and a First Aid Kit. Community Action Suffolk can advise. **Action: ?**

(7.) Window cleaning every three months. **Agreed:** new arrangements for cleaning the front entrance. **Noted:** Entrance flag stones are becoming uneven. Potholes on tarmac are also trip hazards. Topic to be revisited – standing item of Maintenance. **Action: SG**

CB asked about advertising the village hall. **RD:** Expense not justified by the bookings generated via ads.

4. Treasurer's Report. Noted: A tricky couple of months with a deficit overall due to high expenditure on a number of items:

November*: £5,185 – four items (Spread sheet tabled for info.)

October: £1,100

September: £ 900

* Fuel pellets still to be paid for.

Expenditure was agreed from reserves.

Present balances: Ipswich Building Soc. - £9,837. Santander - £5,122 Petty Cash - £55
Café: Income: £1,972 **Cinema:** £2,689

5. Booking Secretary's Report:

November: An additional regular booking for Yoga on a Mon. a.m.. Youth Club is every other Fri. p.n.. Church Autumn Fair and a blood donor session.

Two late bookings from Halesworth Choir for last and first Sunday in Dec., generating an extra six hours of booking fees.


December: Christmas Bazaar 5th. Halesworth Choir 6th. Wenhaston School for their normal Christmas event. Most of the clubs will be breaking up for Christmas..

6. 100 Club. Noted: Trish G. Usual draw to take place at the Bazaar with an extra ticket drawn for a £50.00 prize.

10. AOB

- a) **Schedule of meetings 2016. Agreed:** AGM - 18th May . Xmas Bazaar – December 3rd. SG to revise and circulate. **Action: SG**
- b) **Agreed:** 6th Dec. TG to open at 10 a.m. AN to close at 1 pm. **Action: TG/AN**
- c) **Noted:** TG asked about a boiler programming rota. **Action: RD**
De-ashing on w/e of 13th Dec.
- d) **Projector lamp.** There is no spare. **Agreed:** a good purchase to buy one especially if the equipment can be hired. Lamp installation takes about an hour and a half. **Action: ?**
- e) **Noted:** AJ will chase up affiliation fees in January. **Action: AJ**
- f) **Noted:** JP - Problems with the electricity cutting out or being overloaded. **Agreed:** Townsend to look at this when doing other work. **Action: RD?**
Leaking guttering above fire exit doors at front of Post Office will soon start to rot the wood. RD to contact relevant company. **Action: RD**
- g) Protection needed for the projector aperture. **Agreed.** **Action: TG/RC**
- h) **Agreed:** Future bookings will need to pay for time taken to set up and clear the hall – e.g. Church and other jumble sales. Add to the new booking form. **Action: JP/SN**
- i) **Café opening:** - WH. Would like to keep the café open when groups are setting up. Groups may call Wil to find a compromise to make it work. It should be possible to protect items in jumble sales without closing the café. The café can also stay open if there is an afternoon booking on the café opening days. Add to booking form? **Action: JP/SN**
- k) **Doctors' room.** Not being used. Could be another resource to generate funds. Consider at a future meeting. Committee to make suggestions. **Action: All**

Date of the next meeting: Wednesday January 27th. Meeting ended at 19.55 hrs.

Signed as a correct record:  **Date:** 27/01/16
Chairman